



## Usher- Job Description

### Purpose

The Usher Team assists in the orderly worship of God by welcoming congregants and guests to worship. The ushers pass out the order of worship while people enter the Sanctuary, helping the choir remain undisturbed during the choral pieces, assisting guests and those coming in late to find available seats, and assisting with the taking up the offering during service.

### Duties

- Arrive 15 minutes before service begins to hand out the order of worship at the Sanctuary door. Greet congregants as they come into worship.
- Spot guests and give them a special welcome, introduce yourself to them and help them find a place to sit. If they are a family with children of nursery age, share the availability of the nursery for children under four during the service and direct them to the nursery check-in. Help families feel comfortable by guiding them to available seats or walking them to the nursery if they are late. If they have car seats or strollers, help them find space in the sanctuary to be comfortable or share how the narthex is an open space for kids having trouble sitting through service.
- Attend to any mid-service disruptions, such as drinks or communion elements being spilled. Help make families with unwieldy children feel welcome and comfortable by offering your help and the availability of the narthex and nursery for children under four. If necessary, assist the security team with any safety concerns or emergencies.
- During the Choral Introit and Anthem, enter the Sanctuary and politely guide congregants to the outside aisles, keeping the space in front of the choir and center aisle clear.
- Attend to other needs within the congregation that may arise on Sunday mornings, such as assisting the elderly or disabled to and from their seat. If someone is audibly impaired, offer them a hearing aid device.

### Who is a fit?

- Anyone desiring to assist in the orderly worship of God. This is an excellent role for families to serve together for scheduling purposes and to introduce service to older children or teenagers.
- You don't have to be an extrovert, but you should be comfortable welcoming people to worship and willing to go above and beyond to make guests feel welcome.
- Kindness means being kind and perceptive to people's needs. It means not only being nice; it means learning how to perceive someone's comfort level and what they are searching for in their visit.
- You should be comfortable gently guiding congregants and guests to their seats or out of the central aisle during choral pieces. Not everyone is familiar with the Divine Service. In the loving spirit of our Lord, you should gently help keep worship orderly.
- Willing and able to take up the offering during service.
- Willing to address and respond to disruptions during service promptly and gently.

### Commitment

- Serve either at first or second service for one full month. Currently, ushers serve every Sunday for one month every third month (4 months per year. Roughly 16 Sundays a year).
- Attend annual usher training in the Fall (on a Sunday between services).
- If you are unavailable on Sunday, find a replacement within 24 hours of Sunday morning. If you need to cancel, provide at least 24 hours' notice whenever possible.
- If you are available and willing, serve for special services: Christmas Eve, Good Friday, etc.

### Contact

- Don Stroud [donstroud@pm.me](mailto:donstroud@pm.me) 512.826.0131