

## 9 am Worship Servant – Usher Description

Church ushers serve on the frontlines of welcoming people to the worship services. They welcome congregation members and guests, provide any information they may need to enjoy and benefit from worship, and help to ensure a hospitable, fulfilling, and smooth-flowing worship experience.

### *Before Service:*

- Arrive 30 min. prior to service
- Wear a nametag and a smile
- Check restrooms and flush toilets if necessary
- Assist greeters in distributing materials related to the worship service
- Make sure children's activity bags are available
- Make sure offering baskets are in place
- Find volunteers to receive the morning offering
- As the service begins, close interior doors to the sanctuary to reduce distracting noises in Narthex

### *During Service:*

- Count attendance, working quickly, quietly, and unobtrusively. Record attendance on provided sheet in the Gathering Room
- Lower lights at the beginning of worship music. Raise lights at conclusion of worship music
- Make sure offering is received on both sides and baskets are brought forward to the altar
- Monitor air conditioning to ensure sanctuary is comfortable

### *After service:*

- Escort designated offering collector to church office to deposit offering in the safe
- Pickup any leftover bulletins or trash in seating area and return attendance books to center aisle