

UUFH

Shared Ministry Position Description

Position Title: Usher Coordinator

Cluster: Sunday Morning Services

Purpose of Position/Description:

To provide quality experience for congregants and visitors attending a Sunday morning service at UUFH

Responsibilities:

- Recruiting and developing a team of available usher-volunteers to manage the flow of people in and out of the main hall at UUFH
- Creating and maintaining a flexible schedule for the usher volunteers
- Sending a weekly reminder to the ushers who have signed up for the upcoming service(s)
- Developing a training curriculum (if one is not yet available) for ushers
- Ensuring that the names of the week's ushers are provided to the office staff in a timely manner for inclusion in the Order of Service
- Making sure that the "Usher" badges are available (at the Fellowship) for the day's volunteers and that there are sufficient spares as well as instilling a habit to return them to a specific place before leaving
- Providing training and orientation, as needed, to your replacement
- Serve as usher when necessary and assist them as needed

When is this ministry performed/Amount of time required:

- Sunday mornings, variable; and during the week minimal time is necessary to confirm the usher schedule
- This is an all-year position, with somewhat less activity during the months of July and August. The major activity in July and August is recruiting for the balance of the year.

Qualifications:

- Willingness, a friendly attitude, and a sense of responsibility
- Familiarity with the components of a Sunday service, organizational and management skills, interpersonal skills to be able to recruit and train volunteer ushers. It would be helpful if the applicant had served as an usher in the past.

Responsible To:

Sunday Morning Cluster Coordinator

Training Provided:

The previous incumbent will be available to orient new person

Support Provided:

Cluster coordinator, minister

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

Two years, renewable

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

- Satisfaction from having helped to create a quality Sunday religious experience for congregants and visitors to UUFH
- Pride in an important job well done and the gratitude of the minister and congregation

Prepared by:

Approved by BOT on: [date]