

UUFH
Shared Ministry Position Description

Position Title: Usher

Cluster: Sunday Morning Services

Purpose of Position/Description:

Serve as hosts for Sunday morning (and other) services

Responsibilities:

- Help with setting up the main hall, including distribution of hymnals
- Stand outside the doors to the main hall to greet attendees as they arrive, hand out orders of service, control the flow of traffic into the main hall before and during the service, help with seating when necessary
- Pass the baskets for the collection and turn it over to Finance
- Count the attendees
- After the service, collect and store the hymnals
- Tidy the main hall and replace any items taken out for the service
- Collect and break down the orders of service for reuse and recycling

*A complete list of duties can be found with the orders of service

When is this ministry performed/Amount of time required:

Sunday mornings, about two hours

Qualifications:

Willingness, a friendly attitude, and a sense of responsibility

Responsible To:

Usher Coordinator, Sunday Morning Services Cluster Coordinator

Training Provided:

Informal, by usher coordinator and peers, along with detailed written instructions

Support Provided:

Usher coordinator, Cluster Coordinator, peers, and many willing others when needed

Board-Appointed?

No

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

Ideally, one Sunday per month, but occasional usher service is welcome

Benefits:

Pride in an important job well done and the gratitude of the Minister, and Congregation

Prepared by: Cathi Zillmann

Approved by BOT on: [date]