

# **Usher Trinity Green Trails**

## **JOB SUMMARY**

Ushers are an essential part of Trinity's services. Their work requires skills in both anticipating and reacting to diverse situations. These men and women facilitate worship by welcoming attendees, distributing printed materials, directing communion, administering the offering, minimizing distractions, and helping the congregation understand the flow of our services.

## **TERM OF SERVICE**

Ushers are volunteers. They serve annual appointments at the request of the pastoral staff.

## **REPORTING**

Ushers and greeters report to the usher captain for the day.

## **EXPECTATIONS**

Ushers are highly visible members of Trinity. They must be dependable, hospitable, and gracious. As with other leaders, they must commit to the highest standards of Christian living. In accordance with Community Church guidelines for leaders, it is recommended that all ushers and greeters join a Growth Group.

## **ESSENTIAL FUNCTIONS**

- Arrive at least 30 minutes before services (dressed appropriately) and begin to ensure the cleanliness and safety of the sanctuary and foyer.
- Welcome church attendees as they arrive, especially people who appear to be unfamiliar with Trinity's layout and service style.
- Distribute bulletins as people enter the sanctuary.
- Guide people with special needs to appropriate seating.
- Discreetly guide latecomers to seats at appropriate points in the service.
- Take the offering and immediately bring the collection to the head usher.
- Organize the flow of the congregation as they come forward for Communion or other events.
- Count the number of worshipers carefully following the directions on the count sheet found at the front desk.
- Monitor the congregation during the service to see if any church members have a special need that requires assistance.
- Collect bulletins and any trash after the congregation leaves.
- Posses a thorough knowledge of Trinity's policies for handling medical emergencies, service disruptions, or church evacuations.