**Ministry Job Description:** Usher

**Goal of Position**

The purpose of this position is to provide the ministry of hospitality to both members as well as visitors coming to worship at your church. When we connect our hospitality with our story of being welcomed and embraced through the grace and love of Christ, it becomes more than just a technique. Hospitality embraces people with God’s heart of love, creating a warm and welcoming space where people feel at home, where strangers become friends and family.  
The goal of the usher’s role is also to provide order and direction to those coming for worship, and helping to seat them. Additionally, they maintain order and assist in any kind of emergency situations that may arise.

**Responsible to**

The Head Usher (provide person’s name)  
**Edit to suit your church.**

**Job Description**

Ushers are often one of the first people someone new to your church may meet. It is important then to come with a positive attitude and provide a smile and warm welcome to all those who arrive for worship. Ushers should arrive at least 20 minutes before the worship service and typically stay by the sanctuary doors until about 15 minutes after worship begins to greet latecomers and assist them with finding seats if needed. Additionally ushers will do the following:

* Wear a name tag that includes your first and last name
* Hand out bulletins to those who don’t have one
* Answer questions if needed
* Be familiar with the different ministry leaders in your congregation so you’re able to connect   
   and introduce those who may be new to your church
* Be familiar with your building so as to direct guests appropriately
* Be familiar with where emergency kits can be located, or a wheel chair
* Know who in your congregation has first aid or medical training and be familiar with where they   
   generally sit.
* Be informed of any special needs prior to a service ie: reserved seats for those involved in the   
   service; special handouts etc.
* Ask people if they have a preference for where they would like to sit
* Avoid seating visitors where they have to climb over people who must sit by the aisle.
* Avoid drawing attention to, or embarrassing latecomers, so seat them in a nearby seat or when   
   the congregation rises to sing.
* Be available to assist with any special needs that may arise or in case of emergencies.  
    
  **Head Usher Job Description**  
  Along with what is posted above, the Head Usher leads a team of ushers by assigning who serves from week to week, provides training and is responsible for updating any information or instructions. Additionally it’s the Head Usher’s responsibility to hold people accountable to their roles and to hear any suggestions and recommendations made by team members.  
  **Edit the information above to suit your church.**

**Time required**

This will vary from church to church, but often ushers are organized into teams that serve once a month, or every other month.   
**Edit to suit your church.**

**Length of commitment**This will vary from church to church, but often people stay on for as long as they want.

**Training Provided**In order to develop people in their ministry roles, it is important that ushers are provided with training. Such a meeting will orient those who are new to this role and refresh memories of those who have done this before, as well as give the group the feeling of being united in this ministry – that they are part of a team. Training should also include how to handle emergency situations, including procedures for fire drills as well as disturbances in worship.  
**In this space provide the specific training your church would provide.**

**Qualifications or special skills**

When you are the face of your church and congregation to those coming to worship, it is important to have a friendly and positive attitude. You must be willing to talk with people and help them when needed so that their experience is one where they meet God and see God in us.

**Benefits to this position**In your role as usher you will have opportunities to meet and connect with members of your congregation as well as those who are visiting. It will also be great to know that through your gifts you are helping others get the most out of their worship experience.

*Most of the information provided for this document was taken from the booklet “So you’ve been asked to Greet or Usher” by Cindy Holtrop. Some additional information came from a couple of Christian Reformed Churches and on-line resources.*