

## Christian Fellowship Head Usher Duties

Arrive at church by 9:45

If needed, check entrance for snow/ice during winter season

Distribute maroon attendance books to each pew.

Watch for and assist anyone that needs help from parking lot into church. This could include elderly or handicapped, families with young children or people carrying things.

Assist Greeters as necessary with directing new people to coatroom, bathrooms, kitchen, children's church, etc.

Attend pre-service meeting with Pastor and Worship Team at 10:10

Be prepared to close interior entrance doors during opening greeting/prayer to limit noise from late arrivals. Assist late arriving in finding chairs as necessary and distribute bulletins.

Conduct offering

Assist Deacon or Elder with securing offering. Run calculator tape of checks; add in cash and record total on tape. Save cash envelopes that have names on them, and make sure the amount of donation is recorded on envelope. Both Deacon and Usher initial tape, prior to securing in safe. Lock office door.

Fill out record on clipboard of:

Greeter and Ushers - names

Record total attendance - church and nursery

Record number of vehicles in parking lot

Sit near rear of church to observe and assist with any emergency or disruption

Assist anyone that may need help to their car after service.

Collect maroon books and replace in cabinet in foyer, and pickup litter or belongings left after services.