

Christian Fellowship Usher Duties and Guidelines – 2016

There are 4 ushers scheduled each Sunday. There is a designated Head Usher for each crew. The Head Usher will assign duties for the usher crew on the Sunday's they are serving and assist with the offering. On Sunday's when you are not able to serve, please contact the Head Usher for your crew and seek a substitute from the usher list.

Arrive at church by 9:45 (Head Usher) – rest of crew by 10:00

Head Usher Duties:

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

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. (Example: Pot Blessing Sundays)

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

Assist people to chairs as necessary and distribute bulletins.

Distribute maroon attendance books to each pew.

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.

Record total attendance: church and nursery

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

Assist anyone that needs help to their car after service.

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