WENDY EVANGALISM

USHER

Ministries in the Evangalism category are responsible for activities and events that have an outward focus.

INTRODUCTION

A ministry of hospitality. You are the first contact with our church family that most people will have. Make people feel comfortable and welcome.

HEAD OF USHERS

- **Schedule -** Create a quarterly schedule assigning two ushers for each Sabbath. If someone becomes unavailable on their assigned date, they should contact you as soon as possible so you can organize a replacement. Provide your schedule to the head of Communications in the lead-up to each quarter when requested.
- **Coordinate -** Coordinate assisting of people in attendance with the deacons on duty.
- **Recruit -** Be on the lookout for new individuals to add to the Usher team.
- **Communicate -** Provide your schedule to the head of Communications in the lead-up to each quarter when requested.

USHERS

- **Arrival -** Arrive at church by 9:00am. If you are unable to be at church on your assigned date, please notify Head of Ushers as soon as possible to ensure they have time to find a replacement.
- **Setup -** Ushers serve in the
  - **Doors** - sanctuary doors are opened at 10:45am and closed at 11:00am
  - **Reserved Seating** - make sure that seating is available for individuals with mobility issues, ushers, and service participants

GREETERS (cont'd)

- **Ushering -** you are responsible for assisting individuals while they are in the sanctuary. Assistance may include:
  - finding a seat
  - ensuring doors stay closed at appropriate times of the worship service such as during corporate prayer.
  - handing out or collecting items as requested
  - assisting guest as needed
- **Post service -** Open doors to let people out, tidy up the sanctuary