

St. Mark's Evangelical Lutheran Church			
Disciple Opportunity			
Ministry:	Usher (Greeter)	Revision:	0
Responsible to:	Chair of Worship Music & Arts	Date of Revision:	4-14-2022

Usher/Greeter

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. The goal of the usher's role is 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.

Description of Responsibilities

- Arrive approximately 15 minutes before the service and remain at the door 15 minutes after worship begins to greet latecomers and assist them with finding seats if needed.
- Wear a name tag that includes your first and last name.
- Hand out bulletins to those who do not have one.
- Greet everyone.
- Especially welcome visitors and offer them a visitor bag.
- Answer any questions or point them to someone who can.
- Lock exterior doors downstairs for security purposes.
- Be familiar with nursery location.
- Be familiar with location of emergency kits and defibrillators (hall closet near offices).
- Wheelchairs and walkers are stored in the Family Life Center foyer closet.
- Be informed of any special needs prior to a service i.e.: reserved seats for those involved in the service; special handouts etc.
- Avoid drawing attention to or embarrassing latecomers. Attempt to seat in a nearby pew, or when the congregation rises to sing.
- Take offering to Sacristy and insert into the drop box on the back of the door. To ensure that the offering is not left unattended, do this after the beginning of service and after members leave the service.
- Send congregation to communion in a manner that allows continuous communion (not by table). Special situations for distribution will be explained by Pastors.
- Solicit additional congregation members if needed to aid members going up and down stairs during communion.
- Be available to assist with any special needs that may arise or in case of emergencies.

Minimum Disciples Needed (24/year)

- Ushers are scheduled to serve on teams. Number on team is dependent on volunteers for this ministry.
- Minimum of 2 ushers required at each service. Typically, a team of 4 is scheduled for a month and organize which Sundays they will serve between themselves.

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Length of commitment

Sign-up every year

Training Provided

Request clarification on duties listed in job description from other usher team members.

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.