

## Grace Chapel Castle Rock

### Usher Roles and Responsibilities

You are part of a vital ministry as you welcome people into the sanctuary. Please be attentive to the needs of visitors as well as regular attendees.

As the sanctuary begin to fill, please assist people in finding a seat. Ask those seated to move in or stand and allow others to pass them for seating in the center.

Instruct visitors with small children how to find the crying room.

All ushers please wear a name tag.

#### Chief Usher

1. Arrive 30 minutes prior to start of service.
2. Contact Sunday Morning Deacon to coordinate.
3. Gather offering plates and have available at back of sanctuary.
4. Prepare attendance books and have available for distribution.
5. Verify that bulletins are ready and at the back of the sanctuary.
6. Organize usher volunteers and assign rows for collection and communion if needed.
7. Count attendance prior to offertory and place count in collection plate for delivery to counter.
  - a. Count total attendance
  - b. Count family units
  - c. Do not count worship, audio visual /staff guest speakers, drama team etc.
8. Close doors to sanctuary 10 minutes after services starts. Use your discretion for 2nd service due to fellowship commotion in the hall way and fellowship area.

#### Usher

1. Arrive 20 minutes prior to start of service.
2. Meet with your Chief Usher to coordinate.

3. Greet as much as possible.
4. Hand out attendance book when you start the collection plate at the first isle.
5. Ushers should be prepared to approach the communion table in unison. Wait for each other at the rear of the sanctuary.
6. Please no jeans and t-shirts on Communion Sundays.

Thank you all for you willingness to serve Christ as you provide service to Grace Chapel Castle Rock