

# Ushers Ministry

**Purpose:** The purpose is to provide order and direction to members and guests coming to worship, helping them to better worship the Lord.

**Responsible to and supported by:** The St. Peter staff person who directs this ministry is the Lead Pastor. The ministry coordinators are Steve and Linda Katsenios.

## Job Duties:

**Ushers:** maintain order and assist in the running of the service by assisting the pastors, collecting the offering, and directing worshipers for Communion. Specific duties include:

- Hand out worship materials to worshipers as they enter the sanctuary
- Assist all worshipers with disabilities to find seats and also guide the Communion Assistants when bringing the Communion elements to them in their pew if they choose.
- Help latecomers find available seating
- Collect the offering at appropriate time in the service
- Direct worshipers in lines for communion
- Assist Team Captain and Chief Usher with worshipers that may become ill
- Clean up the sanctuary after the service and prepare for the next service
- Assist in crowd control and seating for overflow church services
- Assist Team Captain, Chief Usher and Pastor in evacuating the sanctuary in an emergency.

**Usher Coordinator:** Provides leadership for the ushers at our traditional worship services and is the contact person for this ministry. Specific duties include:

- Scheduling of usher squads.
- Recruit, welcome and train new volunteers as needed.
- Work with the team captains and notice how things are going, deal promptly with problems, and make improvements as desired.
- Partner with the supervising pastor when overall worship plans are discussed

**Time requirement:** Time required for the **coordinator** varies, perhaps 2 to 3 hours per month for leadership responsibilities, on top of the time the leader gives to being an usher. **Ushers** are scheduled on a squad, normally handling two services per month.

**Length of commitment:** An initial two years is requested for the coordinator. The schedule of usher squads is done one year at a time. Ushers may serve for as many years as desired.

**Training:** Past usher coordinators help with orientation for new coordinators. Our pastors and Karen Kogler, Director of Equipping, also help with support and assistance. The Coordinator or the Team captains train the ushers in procedures, including emergency handling.

## Skills and qualifications needed:

**The coordinator** must be supportive of worship at St. Peter, and a regular participant in worship; be able to work with a wide variety of people; and have some organizational skills. Good communications skills are a plus, and leadership or management experience helps, too.

**Ushers:** All congregation members (youth from 6th grade upward and adults, male or female), may serve. (Sons and daughters could serve with parents). A friendly and courteous attitude is a must, willing to talk to people and help when needed. Ushers are expected to be dressed appropriately to serve God's people.

**Benefits to the volunteer:** Volunteers will experience the good feeling of helping others get the most out of their worship experience.

