

First Unitarian Church

Position Description

Position Name **Usher, Sunday Worship Service**

Purpose of Position *To prepare the sanctuary for worship, distribute the Orders of Service, greet worshipers, count attendees, circulate the Offering baskets, and count and secure the collection.*

Responsibilities

1. Arrive 40 minutes before service begins
2. Fold and stuff Orders of Service
3. Set out the proper hymnals
4. Prepare chancel area
 - a. Water for speaker
 - b. Light in votive near chalice
5. Open the doors and ring the bell
6. Hand out Orders of Service
7. Count attendees
8. Take collection
9. Count and secure monies collected
10. Open doors at end of service

Qualifications Organizational and social skills

Amount of Time Required 1.5 hours per Sunday

When Sunday mornings, as assigned

Training Provided Orientation and written instructions

Responsible To Usher Coordinator

Support Provided Usher Coordinator