



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Worship Service Usher

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title: Worship Service Usher
Reports to: Ty Smith
Schedule: Monthly schedules to be determined by the committee chairperson and as needed for training.

Purpose: Greeters are the staple of a church's hospitality ministry. They are generally the first person one will see when arriving at church. With that in mind, the greeter's job is to make people feel safe and welcome at our church.

Job Duties:

- Arrive 30 minutes early.
- Be a friendly, warm and welcoming face.
- Dress neatly in what is appropriate for our church.
- Make sure you are wearing an usher name tag so people know you are there to help.
- Check the entry area (foyer, narthex) for cleanliness and tidiness.
- Straighten what needs to be straightened.
- Welcome and offer bulletins to members and guests as they approach the inner Sanctuary doors.
- Be available to help with any needs that may arise. I.E. Hearing assist devices, restrooms, etc.
- LOOK for people you don't recognize.
- Do not spend too much time with friends and regular attendees so you are available to greet new guests.
- Be available AFTER the service for anyone who may need help or guidance to Sunday school, restrooms, nursery, coffee and goodies table, etc.
- Clean up the sanctuary after services. (Picking up bulletins, communion cups, etc.)
- Duties performed within the worship service:
 - Take attendance by counting how many people are in the worship service.

- Take up the offering.
- Help with communion:
 - Directing people to proper stations.
 - Help with administering the elements when needed.

Tips for Usher:

- Pray! Pray for your church, for the pastor, for the members, for the people you will greet, for what to say and how to say it.
- Smile
- Make eye contact
- Personal Warmth: act as if you truly enjoy welcoming others to church.
- Don't ask, "Are you new?" Or "Is this your first time?" Say, "I don't think I've met you, I'm (insert your name here)"
- Keep in mind when you are scheduled to serve; if you are unable to attend on a Sunday, check the greeter list and call to find your replacement.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!