



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

Usher Board Ministry Job Description

Volunteer Job Title: Usher Board Volunteer

Report to: National Usher Board Director

Location: National/International/ District Conference /Events

Purpose:

The ministering of ushering is a crucial part of worship because it is one of the most visible ministries in the church.

General Qualifications:

The usher duties are making people, and the congregation feels welcome at church, assist with seating, collecting the offering, and maintaining a safe environment. The Usher Board Director will assure that all ushers are comfortable in their role.

Pre-Service:

- The Usher Board Director or designee will coordinate the duties of the ushers.
- Arrive one-half hour before the start of services/events.
- Assist in services/events set-up as need.

During/After the Service/Event:

- Be alert at all times
- Be available to answer questions of anyone needing assistance.
- After the services/events has started, congregants/attendees may be ushered in the church during singing and other parts of the services/events as indicated by the lead usher.
- During Prayer and when the Bible is being read, an usher should suggest that it would be appropriate to wait a few minutes until that portion of the service is finished before entering.
- Assist in the offering
- Maintain a safe environment and crowd control. Whereas, ushers are not church security, the usher should be observant of the environment and cautiously report suspicious behavior.
- Assist in clean up after the services/events.

Ushering Best Practices

- Concentrate on the people, seat the people as far near the front as it seems appropriate. The back seats can be filled with latecomers. If people insist on seating in a specific place that's not reserved let them be.
- Be alert to available seats and ready to lead worshippers/attendees to the vacant seats. Approach with the phrase "May I show you to a seat?"
- Do not allow worshippers/attendees to enter the sanctuary when prayer is being said from the pulpit. Politely tell them to wait at the entrance until after the prayers are over.
- In all circumstances, at no time should a confrontation occur between an usher and a worshipper/attendee.
- Humility is vital in an usher. Ushers are required to be punctual and time conscious.