

Church Usher

Goal: to provide guidance during church services to members and visitors

Responsibilities

1. Greet everyone cheerfully
2. Hand out regular and large print bulletins
3. Assist people to find seats
4. Respond to the requests, needs and questions of those attending
5. Collect offerings and tithes
6. After the collection, secure the offerings and tithes
7. Assist with Holy Communion procedures to guide those taking communion
8. Take attendance and record it on the appropriate document
9. Remove signed registration page from booklet at close of service. Give to person at the Welcome Center.

After the service, collect bulletins left in the pews.