

**SAMPLE
HEAD USHER
MINISTRY DESCRIPTION**
Date



www.GrowChurches.com

GENERAL

1. The Head Usher is accountable to the Connections Pastor.
2. Attendance is required at one weekend service a week unless otherwise given permission.
3. Complete "Ministry AIMS" assigned by leadership.
4. Email weekly "Communication Report" to the Connections Pastor by 5:00 pm Tuesday.
5. You will have a quarterly "EQUIP" Session with the Connections Pastor.
6. Participate in leadership meetings as requested.
7. Use Ministry Report forms to communicate needs of people.
8. Agree to keep the Honor Code.

SERVICE RESPONSIBILITIES

1. Train new ushers. Have them fill out a Connection Card and read the Usher Handbook.
2. Have a lanyard made for each new usher through the church office.
3. Have a monthly schedule made and distribute to ushers a week before the month starts.
4. Have Connection Cards, offering buckets, offering envelopes, pens and tissues prepared for each section of the sanctuary.
5. The Head Usher is to count the people and write the attendance on the Service Totals card and drop in the offering bank bag.
6. Head Usher is to schedule three people to count the offering after the service. Completed Connection Cards are also to be placed in the offering bank bag. The briefcase is to be given to the Office Administrator.
7. The Head Usher is to oversee Communion when it is done. Have the elements prepared before the start of the service and trash cans available at the doors so people can throw away their cups after the service.
8. Be willing to do anything else the Pastors or Connection Pastor asks you to do.