

## Ministry Description

### Usher

#### Biblical Ministry Objective

Be hospitable to one another cheerfully, as if welcoming someone into your home. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. Amen. (1 Peter 4:9-11)

#### Ministry Goals

1. To show the love of Jesus as you interact with visitors and members.
2. To greet and make people feel welcome at St. Paul's as a friendly, caring Christian community.
3. To answer questions about St. James and assist people in any way possible.
4. Assisting with various aspects of worship as needed before, during, and after each service.

#### Spiritual Gifts

1. A deep commitment to St. Paul's mission statement, "Grow in Faith and Serve with Love!"
2. The ability to let yourself be used by God.
3. A love for people, expressed in good communication and welcome skills.
4. A desire to make people feel welcome at St. Paul's.

#### Time Required

To serve as an usher every for 4-6 weeks, depending on the number of usher teams.

#### Term

We would like an annual commitment to serve on an ushering team.

#### Training, Support and Supervisor

Pastor

[Please watch this short training video.](#)

#### Responsibilities

1. Please arrive at least 20 minutes before the start of worship to greet early guests.
2. Welcoming people as they arrive especially anyone who might be a new guest to St. Paul's.
3. You may assist the acolyte if needed. A lighter should be on top of the defibrillator near the lounge.
4. Handout worship materials, Connection Cards and anything unique for that morning.
5. Assist people with seating as needed, including the balcony.
6. Count the number of people at the service and write this on the attendance sheet that is in the box with the bulletins. Please place it in with the offering.
7. Please bring the offering plates forward for a blessing after the passing of the peace (and the offertory at the traditional service.)
8. Please remove the Connection Cards which should be placed on the office empty desk and then take the offering to the sacristy. The offering should be placed in a Ziploc bag found in the cabinet under the sink on the left side near the safe. Place the bag in the top opening of the safe and slowly turn the knob on the front of the safe until the bag drops down.
9. To assist with communion procedures, most folks have the procedure down, but at services where they might be more guests you can direct people to fill around the altar, each filling in from their side, from the front to the back. After people are done communing, new people may fill in their spots around the altar.
10. Please tidy up the sanctuary and put the Connection Cards and items left behind on the empty church office desk.

11. **Emergencies:** Ushers are often the first people who notice an emergency such as illness. Ushers should move quickly to assist the affected people, offering to dial 911 if needed. (Our address is 104 South Village Avenue in Lionville/Exton.) Next to the lounge, we have a defibrillator, and there are instructions inside the door that anyone can follow in case of emergency, as well as a list of trained congregation members. If there is an illness that calls for clean up, it is best if it can wait until the end of the service. Christmas Eve has the potential for fire hazard, with the candlelight services so be helpful as needed.

**Printable Quick List of Usher Responsibilities:**

1. You have a vital role!
2. Note when you are scheduled
3. Pray to be used by God
4. Arrive early
5. Be welcoming, friendly and helpful
6. Handout worship materials including a Connection Card
7. Count worship attenders
8. Bring the offering forward for a blessing
9. Help with communion
10. Clean up after worship

**A Word About Emergencies**

- Familiarize yourself with any policies
- Stay calm
- Evaluate the environment for safety
- Call for help if needed (learn our address)
- Help as you can