

# HEAD USHER

Head ushers help coordinate the aspects of worship outside of preaching and singing. You help empower all the ushers and ensure each person can participate in worship. With your help, worship becomes a space where the body of Christ can freely praise God!

## Responsibilities

- Arrive 10-15 minutes early to make sure ushers have bulletins and are at the doors.
- Ensure attendance pads and offering baskets are ready for worship.
- Ensure the acolyte candle lighter has oil and is ready for worship.
- Assist acolyte in lighting candle lighter during first worship song.
- Take a worship headcount using worship attendance chart.
- Assign ushers their locations for receiving attendance/offering.
- Place offering in envelope, seal and label.
- Remove attendance pad sheets.
- Take attendance sheets and offering to main office and place in usher box and safe.
- Following service help prep items for next service.

## Communion Sundays

- Ensure communion table is set up and ready for worship.
- Assign communion servers to a number station. (4 stations. Station 1 is on the left when facing the stage then #2 and #3, with station 4 on the far right.)