



## USHER

lewisburg community of faith

OUR MISSION:  
CONNECTING  
OUR  
COMMUNITIES  
TO THE PERSON  
OF JESUS

### GREET | BE EXPECTANT | SET THE TONE

WEAR THE USHER LANYARD WHILE SERVING TO BE IDENTIFIABLE & APPROACHABLE  
PUT ON HEADSET (CHANNEL SEVEN) AND HAVE USHER KEYS FROM THE OFFICE  
ARRIVE BY 8:00AM - CREW RALLY WILL BE HELD WITH THE PASTOR AT 8:15AM  
ATTEND OPS RALLY IMMEDIATELY FOLLOWING CREW RALLY  
BE IN YOUR POSITION AND EXPECTANT OF GUESTS 30 MINUTES BEFORE SERVICE  
MONITOR SANCTUARY AS IT BEGINS TO FILL, HELP GUESTS FIND OPEN SEATS  
FAMILIARIZE YOURSELF WITH THE OOS AND WEEKLY WRAP UP (OOS)

### INITIATE | BE WELCOMING | YOU'RE A STICKING POINT

INTRODUCE YOURSELF AS THE HEAD USHER TO THE CREW SERVING  
MONITOR CAMPUS FOR SAFETY CONCERNS, AT ALL TIMES  
STAY ATTENTIVE TO GUESTS - KEEP HANDS FREE - NO CELL PHONES OR FOOD  
REMAIN VISIBLE DURING SERVICE FOR EVERYONE COMING OR GOING FROM BUILDING  
ASK ADDITIONAL USHERS TO HELP PASS BUCKETS DURING OFFERING  
BE FAMILIAR WITH ADDITIONAL SAFETY PROCEDURES

### FOLLOW UP | BE INTENTIONAL | JESUS IS OUR FOCUS

PLACE PASTOR'S PODIUM ON THE STAGE DURING "MEET AND GREET"  
COLLECT ATTENDANCE FOR COMMUNITY KIDS FROM SAFETY  
COUNT THE NUMBER OF PEOPLE IN THE SANCTUARY  
COUNT MONEY WITH ONE ADDITIONAL PERSON FROM APPROVED LIST  
TWO PEOPLE MUST BE PRESENT AT ALL TIMES WHILE COUNTING MONEY  
FOR TRANSPARENCY, TEXT AN IMAGE OF THE OFFERING SHEET TO LEADERSHIP TEAM  
SECURE FUNDS IN LOCKED MONEY BAG AND PLACE IN THE GRAY FOLDER  
CONFIDENTIALITY IS EXPECTED

### THANK | BE AUTHENTIC | MAKE IT PERSONAL

GENUINELY CONNECT WITH THOSE IN THE CHURCH  
ANY AREAS OF CONCERNS SHOULD GO TO YOUR OPERATIONS COORDINATOR  
THE LATEST SERMON PODCAST IS AVAILABLE FOR YOU ON THE APP

G.I.F.T - GREET . INITIATE . FOLLOW UP . THANK