



USHER

richmond 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 FOUR) AND HAVE USHER KEYS FROM THE OFFICE
ARRIVE IN TIME TO SET OUT FLAGS AND CHECK IN WITH SITE COORDINATOR
ATTEND CREW RALLY WITH THE PASTOR AT 8:25AM
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 CONGREGATION MEMBERS TO HELP PASS BUCKETS DURING OFFERING
BE FAMILIAR WITH SAFETY PROCEDURES FOUND IN BINDER IN SITE OFFICE

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 AND REMAINING BUILDING
COUNT MONEY WITH ONE ADDITIONAL USHER OR COF STAFF MEMBER
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
PLACE GRAY FOLDER IN THE HANDS OF COF STAFF MEMBER THAT WILL TAKE FOLDER
CONFIDENTIALITY IS EXPECTED

THANK | BE AUTHENTIC | MAKE IT PERSONAL

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

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