

## ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

**Service Opportunity Name/Title:** Sunday Service Lead Usher

**Service Opportunity Brief Description:**

The Lead Usher guides the Sunday service ushers in carrying out their duties to welcome people to the service and assist in service rituals.

**Service Opportunity Detailed Description:**

There are typically four ushers (that number includes the Lead Usher) for a “regular year” Sunday service: 3 on the main level of Community Hall and 1 in the balcony. The Lead Usher gives usher assignments and directs and oversees performance of usher duties. These duties include several set-up tasks enumerated in usher instruction sheets, and then welcoming people entering Community Hall and providing Orders of Service and hymnals.

Ushers assist in finding seats as needed and manage the microphone for welcoming guests/visitors and for verbal Joys & Sorrows. Ushers pass the plates for the offering and take the count of attendees. After the service, ushers count the offering and complete the service data sheet, and also tidy Emerson by shelving hymnals and picking up any litter.

Lead Usher corps members also take responsibility for learning about any changes in procedure or policy, and in conveying any changes to usher volunteers. Lead Ushers are typically involved in email discussions on service logistical issues and report back to the group on the outcome of procedural changes.

**Length of Service Commitment:** 1 year

Lead Ushers typically serve in that capacity for one or more years, and are expected to volunteer for Lead Usher duty at least once a month during the Sept-June church year. Commitment for a particular Sunday may be made in advance, through VolunteerSpot or by contacting the church office. However, solicitations are made by the office as needed on a weekly basis, so sign-ups a few days in advance may also be made.

**This opportunity will enable you to** support the smooth functioning of our Sunday services, which are at the core of our religious community. It gives the opportunity to be the friendly face that welcomes congregants to the service and provides them with the resources they need to participate in the service. Serving in this role makes one visible to the congregation and helps one to be known by others, enhancing one’s connections to the congregation. Being a Lead Usher offers all of these benefits, plus the satisfaction of leading and guiding others to successfully support our Sunday services.

**Skills Needed:**

Lead Ushers should be reliable, prompt, friendly, tactful and skilled at problem-solving.

**Training, assistance, and safety:**

The best training for being a Lead Usher is to serve regularly as an usher, and thereby to become familiar with the duties and procedures of the role. In addition, thorough and up-to-date instructions are maintained and readily available for prior review and reference. Lead Ushers are notified of any procedural changes or special circumstances, and are encouraged to provide feedback from “on-the-ground” experience, useful in fine-tuning operations.

**Number of positions available:** 4 or more

Key words: people person