

## **Responsibilities of Lead Ushers:**

Lead ushers should ensure adequate usher coverage for both the 8am and 10:45 am services.

- **Before Service:**
  - Please arrive 15 minutes before each service – 7:45am or 10:30 am.
  - Retrieve key
  - Place Mints in candy bowl
  - Place three (3) bottles of Water on pulpit
  - Place tissues and lapcloths on front pew(s)
  - Place Tithing & offering envelopes in the pews
  - Place Supplies: fans, ushers report, basket, visitors cards, pencils etc on back pew
  
- **During Service**
  - Ensure coverage of each position
  - Organize baskets for church offering
  - Ensure attendance count is done
  - Complete Usher Report for each service and place in offering basket
  - Keep your focus on pulpit in case the pastor or ministers need assistance
  
- **After Service:**
  - Return mints in candy bowl to usher room
  - Return unopened bottled water to usher room
  - Return tissues and lapcloths to usher room
  - Return supplies – e.g. offering baskets, envelopes, visitor cards, fans to usher room
  - Walk aisles, and pick up discarded items from floor and pews
  - Lock usher room door
  - Return key