

Ushering Team

Job Description

Ushers love the gathering by making a positive first impression on everyone who walks through the door. They welcome attendees, ensure they have everything needed for the service and show them to their seats.

Key Tasks

- Giving out service sheets & other collateral
- Guiding visitors around the building
- Helping people into seats
- Helping visitors use the kiosks
- Opening the car park and escorting people up and down in the lift
- Watch the Broadway gates after the morning service until 12pm to help ensure no children leave without adults
- Actively participate in identifying, recruiting & training new team members or leaders as the need arises
- Identify areas of potential improvement in ushering and initiate change

Time Commitment

- 30mins before and 30mins after the service
- Once every month
- Meet with staff once per semester to review services & welcoming

In the morning service the car park attendant and Broadway gate watchers have their own roster. In the evening service the car park attendant is part of the regular ushering team.

Tell me more about ushering (please circle)

usher **car park** **broadway gates**

fill out and place in the everything box

Name: _____

Email: _____

Phone: _____

10am 4.30pm 6.30pm