

## Volunteer Activities Description

**Name of activity:** Usher

**Mission Team responsible:** Worship & Music

**How much time is required, and how often?** Sunday morning from 9:15 to 10:45 AM, two times each quarter.

**When (time of day/week/month) is this activity performed?** Sundays

**Please describe what this activity entails:** (1) Pass out bulletins and greet members; (2) Direct people to their seats, if necessary; (3) Assist with offering collection, taking the elements to the Communion Assistants, and directing people to get in line for Communion; and (4) after the service, walk through the pews and make sure all is in order.

**How much training is needed to perform this activity? When is it provided?** On the job training – work with an experienced usher on a Sunday morning.

**Where is this activity performed?** In the Narthex and Nave.

**Who does the volunteer report to?** Larry Hopkins

**Who can a volunteer contact for more info?**

Name: Larry Hopkins

Phone / e-mail: 462-0720; [janie@stjohnselc.org](mailto:janie@stjohnselc.org) (Janie Hopkins, Coordinator of Lay Ministry)