

**[Church Name]**  
**Captain Usher's Job Description (Sample)**

**Job Title:** Captain Usher  
**Reports To:** Usher Ministry Leader  
**Position Status:** Full-Time/Part Time

**Purpose:**

The Captain Usher supervises the demeanor and function of the Ushers for their particular church service.

**Responsibilities:**

- Helps recruit and train new Ushers.
- Makes sure all Ushers know and use the Usher Policy and Procedures.
- Reports to the Usher Ministry Leader. Responsible for assigning Ushers to each door and location making sure Ushers hand out bulletins after church service, if needed.
- The Captain is ultimately responsible for the security procedures at their assigned church service.
- Coordinate the offering process.
- Coordinate the process for counting attendance at the church service when requested.
- Maintain a heightened level of awareness concerning safety and anything that doesn't look right.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Usher Ministry Leader's Signature

Date

Revised: \_\_\_\_\_