

[Church Name]
Usher Ministry Leader Job Description (Sample)

Job Title: Usher Ministry Leader

Reports To: Senior Pastor

Position Status: Full-Time/Part Time

Purpose:

The Usher Ministry Leader appoints Captains for each church service and supports all Captains.

Responsibilities:

- Helps recruit and train Ushers by personally asking suitable candidates and training them in person prior to the church service. Thoroughly go over the Policy and Procedures document. Help the Captains make sure all Ushers know their job description and follow through on it.
- Will need to be familiar with key personnel, who does what, where and why (i.e. Facilities Manager, Office Manager, Stewardship and Development Director, Music Director, etc.).
- Need to familiar with the Pastor's schedule and church schedules, good administrative and communication skills.
- Make sure we have adequate numbers of Ushers for each church service. Provide Captains with schedules and updates on new Ushers and those who no longer serve.
- Communicate with the Senior Pastor where pertinent information is concerned pertaining to the Usher Ministry. Actively recruit by identifying members who have an interest and potential.
- Communicate to Captains when member counts are needed and when special actions may be required.
- Update the Usher's Job Description as needed.

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.

Usher Ministry Leader's Signature

Date

Revised: _____