



## Doylestown Presbyterian Church

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**Volunteer Job Title:** Usher

**Reports To:** Usher Captain

**Time Commitment:** Ushers serve at Sunday morning worship, general eight to 10 times per year. Ushers are also needed for Celebrate the Arts events, which occur five to six times per year, as well as memorial services.

**Purpose:** The purpose of this role is to assist attendees in a variety of practical ways, in order to help ensure a church service or event runs smoothly and that members and visitors have a positive experience.

**Duties:**

- Ushers are to arrive 30 minutes before the service begins so that they may review the service checklist, locate and monitor the bulletin supply, monitor and adjust the lighting, and ensure that there are enough ushers to fill all positions.
- An usher should dress appropriately for the occasion and wear his or her DPC nametag and usher boutonniere.
- At Sunday worship, ushers are responsible for counting and recording the number of parishioners present, including any individuals in overflow rooms and the choir loft, as well as worship volunteers outside of the sanctuary.
- One usher should patrol the hallways, as well as rooms being utilized outside of the sanctuary.
- Ushers should be familiar with the locations of restrooms, water fountains, AED, first aid kit, and emergency contact list.
- Ushers should remain after the service to tidy the pews, remove attendance sheets from the Friendship Pads, and check for personal belongings.
- Ushers used for memorial services and Celebrate the Arts events have duties distinct to those roles.

**Requirements and Training:**

- The role of usher is open to all.
- Training is provided to new ushers.

**To Volunteer:** To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Elaine Keckeissen (Office Manager) at [elainek@dtownpc.org](mailto:elainek@dtownpc.org) or Chris Graham-Rawlings (Member Engagement Coordinator) at [chrisr@dtownpc.org](mailto:chrisr@dtownpc.org).

*Be a bridge for Christ and a beacon of His love.*