

# USHER TEAM

- The Usher Team Chairman is responsible for enlisting individuals to serve as Crusade Ushers.
- Determines the number of Ushers needed based on the venue and the anticipated attendance.
- Coordinates with each participating church to recruit individuals from as many churches as possible.
- Obtains Usher badges, Crusade programs and offering envelopes. If the programs are printed locally, the Usher Chairman can coordinate pickup from the printer if necessary. Arranges for offering envelopes to be inserted into the Crusade programs before the opening night's service. These envelopes will be needed for each night of the Crusade.
- Has orange/yellow tape to use for reserved sections if needed.
- Obtains offering buckets/baskets to use during the Crusade.

## Usher Responsibilities

- **Parking** – Coordinates with local law enforcement and implements a parking plan that will enable a good flow into and out of the Crusade venue.
- **Greeting** – Makes sure all entrances to the venue have greeters. Hands out Crusade programs/offering envelopes as guests enter the Crusade.
- **Seating** – Assists any special needs of guests and late arrivals.
- **Collecting Offering** – Performs the offering collection and transfers receipts to the Finance Team.

## Usher Training

- Conduct a meeting at the venue to perform a walk-through before the Crusade.
- Set up an Usher Booth with visible signage at the Crusade venue.
- Ushers will receive assignments, offering buckets, Usher badges/lanyards, Crusade programs and envelopes when they check in at the Usher Booth.