

Board of Worship

Worship Assist Team Usher/Greeter Scheduler

Mission Statement: The Worship Assist Team of Grace Lutheran Church serves members and guests through a warm and welcoming attitude as they assist with all aspects of worship services including ushering, greeting, and music, all to glorify God.

Description: The Usher/Greeter Scheduler is responsible for maintaining the provided usher/greeter/communion assistant schedule and sending out reminders to those on the schedule.

Qualifications:

- The desire to help serve the Lord and our members at Grace.
- Ability to send emails.
- Ability to edit provided schedules in Microsoft Word.
- Good communication skills

Responsibilities:

1. Update the monthly schedules provided with correct dates and service times prior to sending out schedules.
2. Email upcoming month's schedule to all ushers/greeters/communion assistants listed on the schedule. Also email a copy to the office for distribution of hard copies, and the website manager for posting.
3. Send weekly reminder emails to ushers/greeters/communion assistants on the schedule the week prior to each service.
4. Update all monthly schedules as needed when someone either joins or leaves the team.

Time Commitment:

- ½ - 1 hour a month
- 1-year commitment, longer if willing and able

Relationships: The scheduler works with the ushers, greeters, and communion assistants and reports to the Worship Elder.

Training: Training will be provided by the outgoing Scheduler.