

# COTK USHER CHECKLIST

**Team Leader:** Phillip Dautrich 713-553-1244



- **Before Service**

- Check supply of envelopes, pens, and connection cards. Refill as needed.
- Tidy worship center as needed.
- Be in place 30 minutes before service.
- Welcome guests as they enter and connect with those in the worship center before service begins.
- Assist guests in finding seats even if the worship center is not full. *Be a bringer, not a pointer!*

- **During Service**

- Proactively engage guests as they enter and always smile!
- Help guests find a seat, especially those arriving late.
- Close worship center doors after the first song is over.
- Keep an eye for latecomers and anyone exiting the worship center to assist them.
- Be available throughout service to help keep the worship center free of distractions.
- Open worship center doors at the conclusion of service.

- **After Service**

- Check for trash left in the worship center.
- Reset any rows of chairs that look off centered to how they are normally placed.

- **Additional Info**

- Wear your red Dream Team lanyard when serving.
- Ushers serve as an additional layer of security. Immediately alert the safety team or pastoral staff if there is a problem.
- Communicate to your Team Leader or Coach if you are late or need to cancel.
- Reach out to your team and have someone fill your spot if you are unable to serve.