

Martins Mennonite Church

Original Draft: 11/20/98

Head Usher

- Membership: One affirmed person
- Term: Two (2) year term
- Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission
- Function/ Objective: To organize ushers and assist Pastor
- Responsibilities: Greet and seat visitors and members, hand out bulletins, gather offering, tally attendance, make available portable microphone and hearing devices to those who need them, adjust lighting, heat, and ventilation, set up Day Care rooms, assist people when needed, help with other functions, if needed.
- Accountability: To Pastor, Ushers, Congregation, and Day Care.
- Annual Report: Strongly recommended for historical purposes.

Revision Process: By Approval Method B (per page iii)
Revision Dates: Aug. 2006