

## Usher

### Tasks

- Turn up 15 minutes early to help set up table and banner and to greet early arrivals
  - Ensure table has all necessary pens, bibles, blank contact cards, fliers and brochures
  - Throw out any out of date fliers
- Focus on greeting all people as they come through the door, rather than catching up with friends. Treat it as though you are 'on duty'.
- Ensure every person attending gets a blank contact card and any other current fliers.
- Encourage people through to the main meeting space 5 minutes prior to the meeting beginning.
- Remain at the back of room (or side for citywide) to grab bibles for people who didn't collect one on their way in once the meeting starts, and to greet latecomers.
  - For Citywide Gathering, street ushers stay out on the street until the meeting starts. From there you can simply take part in the meeting.
- If requested during the meeting, distribute pens and contact sheets to others that haven't got one.
- Collect any contact cards that haven't been put into buckets, and collate them together with ones that have been collected.