



First Unitarian Church of Des Moines

Volunteer Position Description

Position Title:	Hospitality Team – Usher
Purpose:	The ushers at First Unitarian are crucial to making sure our Sunday morning services run smoothly. Whether it's putting out hymnals, passing out the Orders of Service, or passing the baskets, they do several small tasks before, during, and right after the service to make sure everyone is able to participate.
Key Responsibilities:	<ul style="list-style-type: none">• Set out/collect hymnals• Hand out Order of Service• Collect and count offering• Count attendees• Chat with visitors during coffee time and/or check if kitchen crew needs help• Provide treats for coffee time (homemade or store bought – doesn't have to be fancy!)
Length of Appointment:	We encourage every member of First Unitarian to help “co-create” our community in this small way and serve on a hospitality team. Allowances are made for people who are unable to serve, but in general our motto for hospitality is: “Many hands make light work!”
Time Commitment:	Approximately two hours on a Sunday morning, every other month. (Most teams serve 6 times per year.)
Qualifications & Desired Attributes:	<ul style="list-style-type: none">• Willingness to contribute to making First Unitarian Church a welcome place for members and visitors• Desire to meet new team members• Ability to do simple addition and subtraction
Location:	First Unitarian Church – main level (Auditorium, lobby, kitchen, Gathering Area, Channing Hall)
Support:	Your Hospitality Team Leader, plus the Hospitality Coordinator
More info:	https://www.ucdsm.org/hospitality-ministry/