

Brightview Baptist Church

rr1 site 4 box 18 wetaskiwin ab t9a1w8

admin@brightviewchurch.ca 780 352-6305

Ministry: Greeter/Usher Coordinator



Leader Name: Click here to enter text. **Budget Available (If applicable):** Click here to enter text.

Team (List the names of those involved):

Ushers:

Greeters:

Church Mission Statement:

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

Ministry Purpose Statement (Statement on why ministry exists):

To make everyone feel welcome and appreciated

Goals/objectives (What specifically is to be achieved):

Always have enough bulletins

Print enough bulletins so there may be a few left after service

Strategies (How the objectives will be achieved using all available resources):

Click here to enter text.

Implementation (List general responsibilities, schedule, dates, location, leaders, etc):

General Responsibilities:

Coordinator:

Build a sustainable team of ushers & greeters

Communicate usher responsibilities (below) and address needs as they arrive

Maintain usher, greeting & jr usher schedules

Connect with assigned deacon to report successes and concerns. They're here to support

Preparation:

- Help Ensure bulletins, sermon notes, and all inserts are assembled
(Can either stuff sermon notes or handout separately? **Note:** Special sermon notes are made for those with poor eyesight)

Pre-service:

Help Greet attendees at sanctuary door and distribute bulletins & sermon notes

Direct people to seating as needed

Help set out more chairs if needed.

During Service:

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

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rr1 site 4 box 18 wetaskiwin ab t9A After the offering has been taken help assemble the offering in the envelope



Post-service:
Currently there is no responsibilities after the service.

2019 Evaluation & Review (Solicit feedback from leaders, participants, etc):

Strengths:
Click here to enter text.

Areas of Improvement:
Click here to enter text.

Next Step (For next year):
Click here to enter text.

Accountable to: _____ Title: Choose an item.

Signature: _____ Date: _____