

## Ushers' Duties

- Before the service
  - Arrive 10-15 minutes before the service starts
  - Make sure there is a cruet of wine on the ushers' table in the back of the church and a bread box to put wafers in
  - Hold the door for people entering into the church and hand each person a service bulletin
  - Keep an eye out for newcomers
    - Do they look confused? Offer to help!
    - Invite them to sign the guest-book
    - Get them a loaf of bread from the freezer and a jar of jam from the cupboard as a welcome gift (we'll be working on this process further)
  - Close the doors when the procession begins
- During the service
  - Count the number of people attending the service
    - Children are people, too
    - Count during the sermon because some people come late or leave early
  - During the peace
    - Place wafers from their container in the ushers' table into the bread box
      - Put in enough congregation wafers for the number of people in attendance and one priest's host (which breaks into four additional wafers). This will ensure there are enough for everyone and that there will be some leftover for pastoral visits.
- Offertory
  - During the announcements, one person should get the wine cruet and the other the bread box and stand in the middle isle at the back of the church
  - As the offertory hymn begins to play, walk up to the altar and hand the cruet and bread box to the acolyte.
  - Wait for the acolyte to pass the offering plates to you
  - Pass the offering plates among the congregation
  - When you are finished passing the plates, stand with them in the middle isle at the back of the church
  - When the offertory hymn ends, begin to walk back up to the altar (even if the doxology hasn't started playing yet)
  - Hand the plates to the acolyte and immediately close the altar gates.
  - After closing the gates, you may reverence the altar and return to your seats (again, don't wait for the doxology to complete)
- Communion
  - As the chalcists and pseudo organist step into the chancel to receive communion, stand on either side of the first row of pews in the middle isle.
  - Gesture for people to line up at the altar rails on their perspective sides of the church
    - Go down the pews so that enough people come up to fill the rail continuously
  - If there is someone in attendance who is unable to come up to the rail (in a wheelchair, etc), let Megan know.
  - After receiving communion last (the last shall be first!), open up the gate in the altar rails, reverence the altar, and return to your seats

- After the service
  - Fill in the red book on the ushers' table at the back of the church
    - The "date" column should be filled in with the month and day of the month (example: April 17<sup>th</sup>)
    - The "day" should be filled in with the liturgical day (example: 4 Easter)—**not** "Sunday" or "Father's Day"
    - The "service" column should be the type of service we held
      - We usually do Holy Eucharist Rite II on Sunday (can be written HE II)
      - If we do Morning Prayer, you'd write Morning Prayer (or MP)
    - Attendance should be filled in the column for **Sunday** attendance—if you automatically write it under the column a number was last written in it might be the wrong column—Megan records her communion visits in the book, which go in a different column.
  - **PLEASE MAKE SURE BOTH SIDES OF THE GLASS DOORS BETWEEN THE CHURCH AND FELLOWSHIP HALL ARE LOCKED AFTER THE SERVICE**

If you're not sure about something, ask Megan! She's happy to help answer any questions.