

Ushers' Duties

Before the service

- Ensure there are St. Thomas mugs at the welcome table. Extra mugs are located under the tables in the Fellowship Hall.
- Place a St. Thomas and St. Thomas Kids card in each of the mugs. Please alert Megan when we get low on cards.
- Ensure the guest book is open to a page with available space. Please alert Megan when we get low on pages.
- Ensure that the glass doors in the narthex are unlocked (at least one side of each set)
- Be in place to give out bulletins around 10 minutes before the service.
- Guests
 - Ask if they'd like to sign the guest book
 - Tell guests about headsets available for the hard-of-hearing
 - Keep track of guests to ensure they get a mug when they leave

During the service

- Count people in attendance during the sermon
 - Megan counts as a person
 - Don't forget to include people who are in the Fellowship Hall or nursery
 - Write number of people in attendance in the book on the back of the ushers' table
- Place appropriate number of wafers in the bread box, along with the priest host (all supplies are located in the ushers' table)
- During the offertory, bring the wine and bread to the altar, and then pass the plates. You may begin walking up to the altar after the Offertory hymn begins
- Bring the offering plates up during the doxology
- Close the altar rail gate (this may be tricky!)
- **During communion**
 - Stand at the edge of the pews. When there is room, guide people to the altar rails.
 - Begin guiding when the organist has returned to the organ
 - Alert Megan if there is someone who is unable to get to the altar rails
- After communion, open the altar rail gate

After the service

- Ensure all guests receive St. Thomas mugs, and ask if they'd like to sign the guestbook (if they haven't already)
- Ensure the number in attendance has been recorded in the book on the ushers' table
- Ensure that the glass doors in the narthex are locked

Thank you for your ministry!