

USHER DUTIES - (Updated 3/28/23)

Before and During the Service

- Please arrive 20-30 minutes before the service.
- DO NOT keep the church front doors open continuously prior to the service, as this impacts the air conditioners efficiency.
- Greet and welcome parishioners inside or outside the doors and hand out the bulletins.
- 10 minutes prior to the service starting, please be sure the glass slider doors are unlocked and the kitchen hallway door and kitchen overpass are closed, as well as the bathroom hallway door. Prior to the service lock the nursery hallway door going outside.
- Have a seat on the row of chairs against the back wall and windows of the church, being sure to keep an eye out for any parishioners arriving late and quietly escort them to an open seat.
- During the service, please take count of the TOTAL of all in attendance – including the congregation, choir, sanctuary, and nursery. The children in the Sunday school will be counted by Claire. A blue slip of paper can be found on the wooden table attached to the back wall of the church. Record the attendance on the blue paper and bring it to the Altar when you come forward with the Elements (Wine Flagon and Silver Ciborium).
- At the exchange of the PEACE, stand at the back of the church ready to come forward with the Blue Paper and the Elements. The priest announces the Offertory and raises his hands. Each usher carries one of the Elements and hands them to the Lay Eucharistic Ministers and accepts the offering plates. Each usher will take one side of the Sanctuary, allowing parishioners to pass the plate. After reaching the back of the church and collecting all tithes, please wait for the priest's cue to come forward. They will raise their arms. Bring the offering plates forward where the Deacon or LEM will take them from you.
- After The Lord's Prayer has been read, stand at the back of the church and walk up the center aisle when the Deacon and LEMS are receiving communion. After they have received, guide the first row of parishioners to the Altar rail. When the communion rail empties, have enough people in line to continue to fill the Altar rail. The ushers are the last to receive communion. Alert the priest if there is anyone who was unable to come forward for communion and would like to receive.

After the Service

- After the dismissal, open both sets of double doors at the church entrance to help with the flow of parishioners. Collect any bulletins or trash left in the church to be disposed of in the kitchen trash or recycle bins. Arrange prayer books and hymnals so the Book of Common Prayer (Black) is first and Hymnal (Red) is second with binders facing forward.
- (10:30) After service, make sure the sliding glass doors at front of church are locked, as well as the Main church doors, being sure they are locked with both the Hex key on the inside of the door bars and the outside front door lock with the regular key. They can be found in the right hand upper level cabinet in the Narthex. Turn off all bathroom lights and lock bathroom hallway door to the outside. Make sure doors going to the office side are locked and Sacristy door.
- (10:30) Make sure the Double doors to the outside deck near the kitchen are locked and secure. Turn off all lights and ceiling fans in the Sanctuary, switches are located in the Narthex and right side of the Sanctuary. Upon departure, please close and hook the chains to the exit of the north parking lot and lock up the 2 entrances across the street.