

## **Usher Duties**

### **Arrival & Welcoming**

- Ushers should arrive no later than 9:40 to hand out bulletins and other papers.
  - The bulletins and activities for children can be found on the side table in the Narthex (entrance to the church).
- Please assist with seating, if necessary, and be available to answer questions for those who seem to be new or are simply visiting. We want them to know they are welcome in worship.

### **Preparing for Communion & Offertory**

- Carry the elements (bread & wine) along with the count-slip to the altar and place both on the Eucharistic table.
  - This will occur directly after the Children's Homily and offertory sentence during the program year.
  - During the summer, this will occur after the announcements and the offertory sentence.
  - (Examples of Offertory Sentences can be found on pg. 376-377 of Book of Common Prayer)
  - For the counting-slip – count people in church, Sunday school classes and nursery.
- Collect the Offering by receiving the collection plates from the crucifer.
  - Pass the plates from the center aisle down the pews making your way from the altar to the narthex.
  - When the collection is complete, wait until the Doxology begins and make your way back to the Eucharistic Table, handing the plates to the crucifer at the altar steps.

### **Ushering Communion**

- Assist people in Communion
  - One usher will start with whichever side has people closest to the altar and then alternate between sides.
    - If both sides have people sitting in the first pews, then start by allowing those sitting on the pulpit (preaching) side to go up and receive.
    - Alternate between sides and work backwards toward the narthex.
    - You can simply stand next to a pew and use a kind motion as a cue that they may go and receive.
- Ushers should be the last to take communion at the altar.
  - This will be the time to let the rector or chalice know if anyone in the pews was unable to come up and would like Communion to be brought to them.

## **Post-Service Cleanup**

- Following the service...
  - Please put used/unused bulletins on the table in the Rector's Office for recycling.
  - Straighten the kneelers, gather any trash, and generally tidy up the church.
  - Turn off lights and lock the red door (main entrance into the Narthex).

**Thank you for serving today!**

### **Counters Slip**

**DATE:**

**# IN CHURCH:**

**# IN SUNDAY SCHOOL:**

**# IN NURSERY:**

**TOTAL PRESENT:**