

Christ Church Parish

Guidance for ushers

Your Ministry:

This truly is not just a job. It is an important ministry that sets the tone for how we are perceived by visitors and regular congregants alike. You are the Face of the Church and how you greet and care for those walking through our doors may well determine if they want to join us or not!

General duties:

- Arrive 20-30 minutes before the service. This provides time for your own devotions before others arrive.
- Wear the usher badge in the drawer in the narthex as well as your own name tag.
- Check the church for comfortable temperature. Turn on lights. Check pews for prayer books and hymnals, visitor cards and offering envelopes.
- Put service bulletins at the clerk's desk and at acolyte seats: 1 each for 8 AM and 2 for acolytes at 10:30.
- Greet all and give them bulletins.
- Note any new faces and ask them to sign the visitor register. After the service, welcome them again and give them a mug and invite them to fellowship. If available, ask a vestry member to take them to fellowship.

During the Service:

- Close both doors after the procession (or at 8 AM when the priest begins the service.)
- Take your seats at the back pew.
- Listen for latecomers and help them get settled. Encourage with a quiet voice.
- Count all participants, including clergy, choir, organist..everyone! Write that number on the slips provided.

At Communion:

- Come forward to the chancel steps to receive empty offering plates from the acolyte.
- Place the attendance slip on top of one of the plates.
- Bring plates forward to acolyte. Remain at the chancel steps until the priest has blessed the plates. Turn and return to your seats.
- When the altar party has taken communion, (and at 10:30 when the choir has taken communion) come forward to assist the congregation coming to the altar rail. With one usher remaining at the chancel steps to assist anyone needing steadying, the other usher moves down the center aisle, starting at the left front as you face the altar, open pew doors and invite congregants forward. Maintain a steady flow, with 8 congregants filling the rail.
- Notify the priest if there is someone who needs communion brought to them in the pew. In that case, open the gate and move the cushion to enable the priest to come out.

- Ushers take communion last, open the gate and move the cushion.

At the end of the Service:

- Open the doors as the altar party begins down the center aisle.
- Again greet newcomers and identify them to a vestry member. Mug them!
- Both ushers count loose cash in the plates and record that number. Do not open envelopes or deal with checks. Put all into bank deposit bag. When you leave the church, go together to place bag in the slot of the office door.
- Check the pews and remove discarded paper. Extra bulletins are placed on the table outside the office for recycling. In general, leave the church neat for the next service.

Special circumstances:

- Medical emergencies: There is a list of members with medical expertise in the narthex table drawer. These are your back up resources. If you see an apparent medical incident, go to check to see if help is needed. If so, contact the closest resource. They may have you call 911 so they can attend to the need. **The address for the church is: 20 CHRIST CHURCH LANE.** The service will continue.
- Fire: Know where fire extinguishers are and how to use. If uncertain fire is out, call 911.
- Intruders: As you are the first to see and greet those coming through our doors, be aware that the tragedies that have happened in other churches could happen here. Notice if someone looks uneasy, aggressive or otherwise acts in a suspicious way. Engage them and welcome them. Try to have a brief conversation. If you still think there is something wrong, ask a vestry member to come outside to talk with them. They will determine if there is a danger that warrants calling for police help. **Church address: 20 Christ Church Lane. Parish Hall: 56 Christ Church Lane.**

Other: If you cannot serve when scheduled, please find a sub. Only if totally unable to find a sub, contact the Usher Coordinator: John Quilter (8AM) at 804-347-0763 or Barbara Cockrell (10:30) 804.824.4897. Special services, such as funerals and weddings will be scheduled individually.

Updated March 16, 2024

Attached is a list of ushers who may be available to sub.

8 AM Ushers

Gordon White (Jan)
Henry Moncure (Feb)
Barbara Shaw (Mar)
Bill Budd (Apr)
John Quilter (May)
Jim Hill (Jun)
TBD (Jul)
Don Harris (Aug)
John Quilter (Sep)
Scott Holt (Oct)
TBD (Nov)
TBD (Dec)

10:30 Ushers

Pat and Roland Anderson
Phil and Karen Brown
Tom and Kathy Clarke
Lydia Dudley
Betsy Evans
Scott Holt
Chris Jones and Dave South
Jeff and Susie Loustaunau
Virginia Miller
Henry Moncure
Bill Snider
Jack Hellems
Ann Padgett
John Hawkins
Possible:
Nancy Campbell
Mickie Clay
Matt Gobush