



Your Ministry: 10:30 Service

Ushers are sometimes called “*the face of the church*” since they are often the first person a newcomer/visitor encounters. In those first few moments a newcomer/visitor will decide: “*Is this a parish I wish to attend?*” “*Is this a friendly and welcoming place?*” Thus, your ministry “on the front lines” is important. And remember: Every visitor is a potential new member! Visitors are a blessing, not an inconvenience.

General Duties:

Before the Service:

- * Arrive approximately 30 minutes before Service.
[Take a moment to ‘enjoy the beauty of holiness’/pray before you begin your duties.]
- * Make sure to clip the “Ushers” tag (to be found in the Narthex table drawer) to your clothes so it can be seen along with your name tag.
- * Check the AED under the table – make sure battery is good. If not, notify Jean Holt
- * If not already done, turn the lights.
[Switches are on the sacristy wall behind the pulpit.]
- * Ensure the church is orderly & ready for worship. Open all pew doors.
[Are Prayer Books & Hymnals in place?]
- * Be sure the Bulletins are for the correct date & Worship Service. Make there are Bulletins for the Choir, Acolytes and readers.
- * Greet and welcome all worshippers at the front doors.
[Remember: People are praying in the church, so speak softly.]
- * In the fall, please check the side-walks for the Hickory nuts and sweep to insure sidewalks are safe. A broom can be found in a closet by the back door in the Sacristy.
- * Please make sure there are pencils, guest cards & collection envelopes in the pews. There should be extras in the drawer in the Narthex. If not, please notify the office so they can be replenished.
- * Please note which Vestry members & medically trained members are present at your service.

During the Service

- * Be aware of any late comers or persons who may need assistance.
[An Usher should remain in the Narthex for 5 to 10 minutes after the service has started to greet them before they enter the church so as not to disrupt the worship service. Encourage late-comers to wait for a non-intrusive moment when the congregation is not in prayer to be seated...ensure they don’t walk down the center aisle during Scripture readings.]
- * During the Service count all persons present, including clergy, choir, organists & servers and record the count on an attendance sheet.

Offertory:

- * Come forward to receive the empty offering plates from the acolyte.

* At the 'Presentation of Offering', come forward to the altar stairs and place the "full" collection plates into the large offering plate held by the acolyte. An Usher should give the acolyte the attendance count when the offering plates are given. Remain in place for the "doxology". Then return to your seat.

Communion:

*When the Rector takes communion, promptly come forward and assist the congregation to the altar rail (eight at a time).

* One usher should assist at the step at the Altar and the second should open pew doors, beginning at the left front as you face the altar and ending with the front pew on the right.

* Communicants should come forward on the right side of the center aisle and return on the left of the center aisle.

* One Usher should escort the Rector to any congregants who want communion at their pew. Ushers receive communion last.

* After receiving communion, open the rail (make sure it is secure in the gate catch) and place the cushion to one side.

After Service:

* Ensure all worshippers safely depart the church.

* Ensure the church is ready for the next Service. Open all pew doors. Replace books and remove discarded bulletins.

*After the 10:30, service turn off the lights.

* Check to see if Altar Guild members need assistance.

* While sitting in the Choir after the service, the Ushers should count the cash (no checks) record the amount of on the attendance sheet with both ushers signing the sheet, place the collection in the bank bag, take to the Parish Office & place the bag, long-zipper-side first, into the brass mail slot on the office door.

* Please return the "Usher" tag to the drawer.

Reminder:

If you are unable to usher when scheduled, please arrange for a substitute. If you cannot locate a substitute, please notify the Head Usher, Robin Wells (rockfish.rob@gmail.com, 804-832-3849 c, 804-776-0086 h), as soon as possible.

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