

USHER DUTIES

I. Sunday Morning Service Schedule

8:00 am (2 ushers) Eucharist each Sunday [Healing 4th Sunday of month]
10:00 am (6-7 ushers) Eucharist each Sunday [Healing 2nd Sunday of month]
11:30 am (2 ushers) Choral Morning Prayer 4th Sunday of the month

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II. Principal Duties of Ushers

- Arrive 20 minutes before service begins.
- Welcome everyone with a friendly greeting.
- Pass out program leaflets, all three doorways
- Assist in seating and try to *identify newcomers*.
- Take up offering.
- Assist in Eucharist.
- After the service begins, latecomers can be seated EXCEPT during prayers, Gospel, Creeds and Confession.
- Count every person BEFORE the church school kids come in and record in **usher clipboard** in Narthex. Count before the sermon starts.
- Head Usher counts cash and places it with unopened pledged envelopes with the collection slip in large envelope found in drawer in Sacristy. Then put into the safe.
- Return the red pouches to the Narthex table for future services.
- USHERS MUST FIND THEIR OWN REPLACEMENTS AND CALL THE OFFICE
- 6th-7th usher helps parishioners with seating

III. Offertory (See Service Leaflet for time to assemble)

Check before the service to see that the acolytes have 6 plates.

The ushers proceed down the center aisle. They present the communion elements to the acolyte and then receive the offering plates. Collections are made from both the center and the side aisles when 4 or more ushers are serving and from the center aisle only when there are 2 ushers. For 4 ushers, those in the center aisle start their plates down the first pew, while the side aisle ushers start theirs down the second pew. The two sets alternate from there on, with the center aisle ushers starting plates down the third aisle, etc. For 6 or more ushers, the last two will handle the back section with two extra plates, starting at the rear most pews. For 7 ushers, one usher stays in the center aisle seeing that both plates go forward.

Upon completing the collection of the offering, go into the narthex and insert each Offering Plate into its red pouch. The cue is the playing of the Doxology or Offering Hymn. After presenting the plates to the acolytes **THE USHERS IMMEDIATELY LEAVE, DOWN THEIR RESPECTIVE SIDE AISLE.**

IV. Communion

Two parishioners may be selected by the Head Usher to carry the Communion Elements to the altar except for the services which utilize the 5th and 6th ushers to carry the Communion elements. They lead the ushers as the latter go forward to accept the offering plates. If the parishioners are not available, the two lead ushers carry the Elements to the altar as all go forward to accept the offering plates. After the Elements are delivered, the parishioner couple returns to their seats by the side aisle, as the ushers receive the offering plates and proceed with the collection. **Remember to hold the cruets by the handles and bring them to the acolyte on the left and bread to the acolyte on the right.**

In preparation for communion, the celebrant says the following invitation, “The Gifts of God for the “People of God”. At this point the ushers walk down the aisle to start the communion process. First place the kneeling cushions in position before choir members are at the front rail. Then close and *latch the left gate first into the floor*, then close and latch the right gate using the outside, center top latch. Then place the kneeling pads in position.

8:00 am – 2 Ushers

One usher stays at the front pews and helps navigate parishioners to the rail.
Second usher walks down the center aisle and helps provide an immediate queue, always insuring a full chancel rail. Reserve the far **right rail** for Healing.

10:00am- 6 or more Ushers

2 ushers direct communicants to far left and right side of rail. Be alert for anyone needing assistance including persons needing communion brought to their pew.

2 ushers move down the center aisle providing an immediate line to insure a full Chancel rail as soon as the choir is kneeling with a queue enough for filling it again.

2 ushers are in the back of the church with the rear celebrant.

The 5th usher directs the back rows of the back section to come forward on their respective sides of the Baptismal Font, receive the host, and move to the appropriate left or right station to receive the wine. Then they return via the outside to their pew. When the rear section is finished and the celebrants turn toward the altar, the 5th and 6th ushers work backward sending parishioners from the rear pews of the main section back for communion until meeting ushers sending them forward.

The ushers are the LAST to receive communion. They open the chancel gates- **right first, then unlock lower left**, reposition kneeling pads and return via side aisles.

The usher schedules can be found on the Web at saintlukesdarien.org. Click on Worship, then click on Usher, then the time of service. It shows all ushers, phone numbers and web addresses. It is very helpful for finding a substitute.

Healing Services: The far right side of the altar rail is reserved for parishioners desiring healing.

V. Post-service Clean Up

Head Usher counts the offering in the Sacristy. Place it and the amount slip in the tan envelope (found in the second left-hand drawer in the Sacristy) into the safe. Be sure to return the collection red bags to the Narthex for the next service. The attendance numbers are written in the usher clipboard on the Narthex table. If it is missing, create a substitute document for head count. The 2nd usher is responsible for the correct count as it is very important for the Diocesan report.

The other ushers inspect and tidy up the pews- collecting all copies of the leaflets left behind, placing the hymnals and prayer books in the racks (a hymnal at each end and three prayer books between, all facing outward, opening from the right, in each rack), and positioning the kneeling stands.

All ushers except those serving in the final service for the day return their boutonnières to the Narthex table for use by the next set of ushers.

VI. Other Information

Head Usher should be prepared to invite parents to utilize our childcare if they are having difficulty with young children.

Hearing Aids should be on the Narthex table in their charger.

There is a small **FIRST AID KIT IN THE LEFT CLOSET OF THE NARTHEX**, and another small first aid kit in the Sacristy (left hand drawer).

Fire Extinguishers are in the right rear (southeast corner) of the church; left front (northwest corner) of the church, the Sacristy and the basement of the church.

Restrooms are next to the Taylor Room and in the right rear lower level of the Parish House.

There is a **public (coin-operated) telephone** in the right rear lower level (closet room) of the Parish Hall. It does not require coin for dialing 911. There is also a telephone in the Sacristy.

Folding chairs are stored in the right closet in the Narthex.