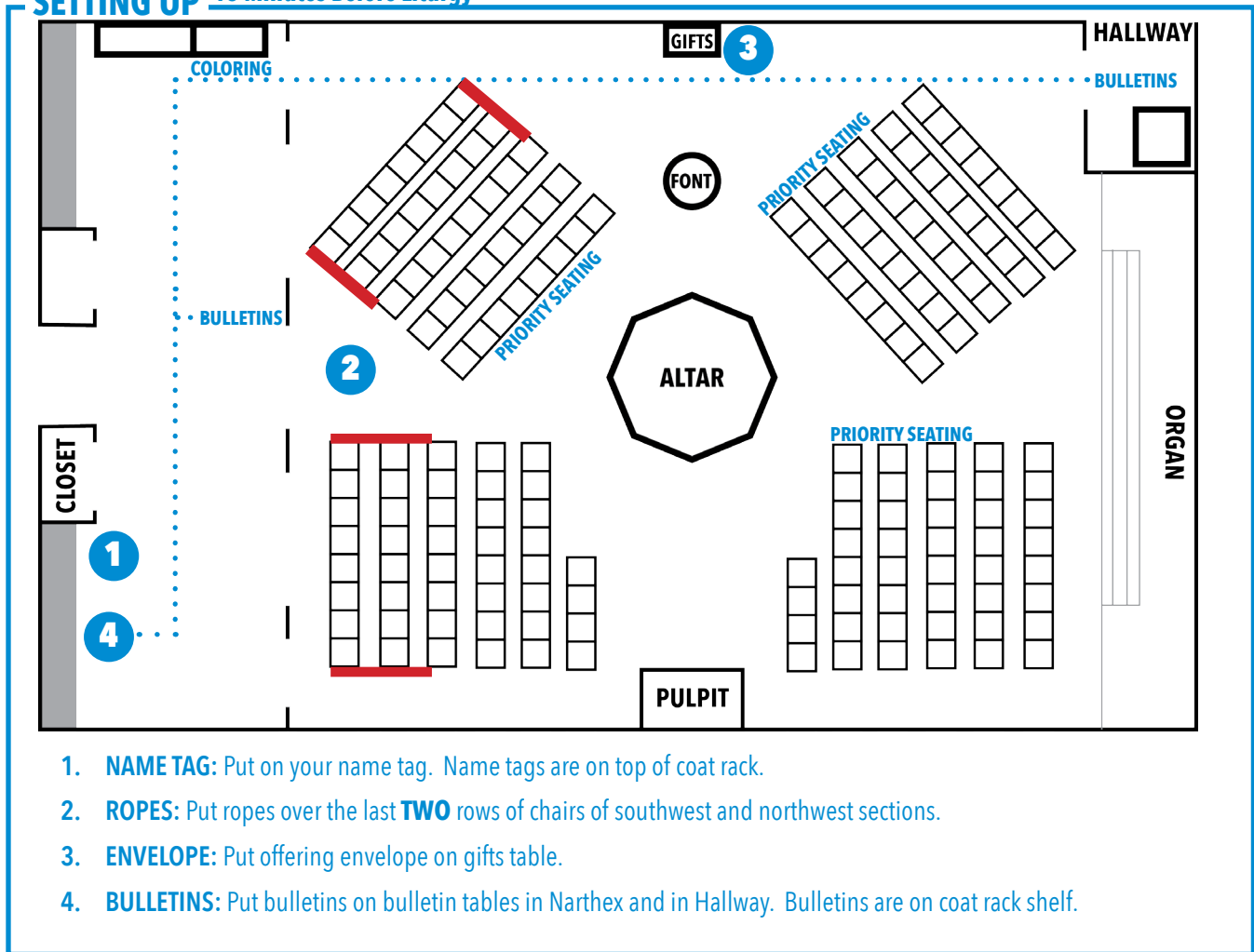


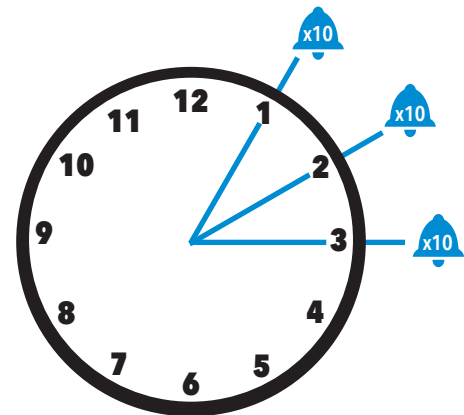
# Ushers

## SETTING UP 15 Minutes Before Liturgy



## GREETING 10-0 Minutes Before Liturgy

- BELL:** Ring the bell for 10 chimes at 5, 10, and 15 minutes past the hour.\* Hit "Bell" button to ring. Hit "Stop" button to stop.
- HI:** Smile at, say hello to, and hand each person a bulletin.
- PRIORITY SEATING:** Encourage people to sit close to the front or on the East (organ) side.
- KIDS:** Point people with children to the table containing coloring sheets, books, and crayons and to the nursery.
- ACCESSIBILITY:** Help anyone needing assistance with seating. For the hearing impaired, a cordless device is on the Narthex bulletin table.
- DOORS:** Close all the glass doors when the liturgy begins.



\*Summer Bell: Ring at 9:50, 9:55, and 10:00.

## DURING THE READINGS AND SERMON



**LATECOMERS:** Help latecomers find a seat. Be assertive about this and don't be afraid to enter the sanctuary in order to help people find a seat closer to the front.



**ROPES AT 9:15:** Take ropes off one row at a time, starting from the front-most row, and only if necessary.

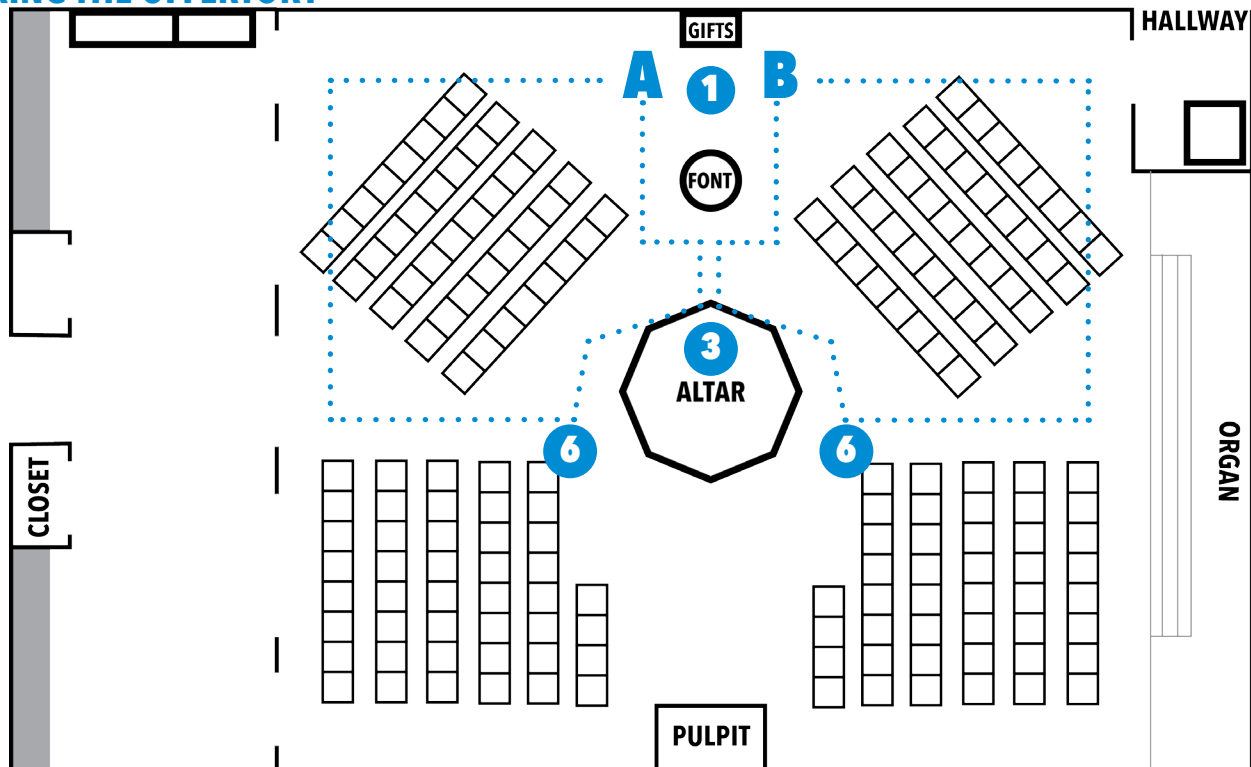
**ROPES AT 11:15:** Don't remove the ropes at all!

Attendance	
Date: ___/___/___	NW <input type="checkbox"/>
Liturgy: ___:___	SW <input type="checkbox"/>
	NE <input type="checkbox"/>
	SE <input type="checkbox"/>
	CHOIR <input type="checkbox"/>
	CHAPEL <input type="checkbox"/>
	DOWN STAIRS <input type="checkbox"/>
Please TOTAL:	<input type="text"/>

**ATTENDANCE:** Count the congregation during the sermon.

- Attendance cards are in the alms box in the Narthex.
- Don't be shy about walking down side aisles when you count.
- Remember to go to the Chapel and the Nursery to count everyone in there.
- Write the total!
- Put the card back in the alms box when its completed.

## DURING THE OFFERTORY



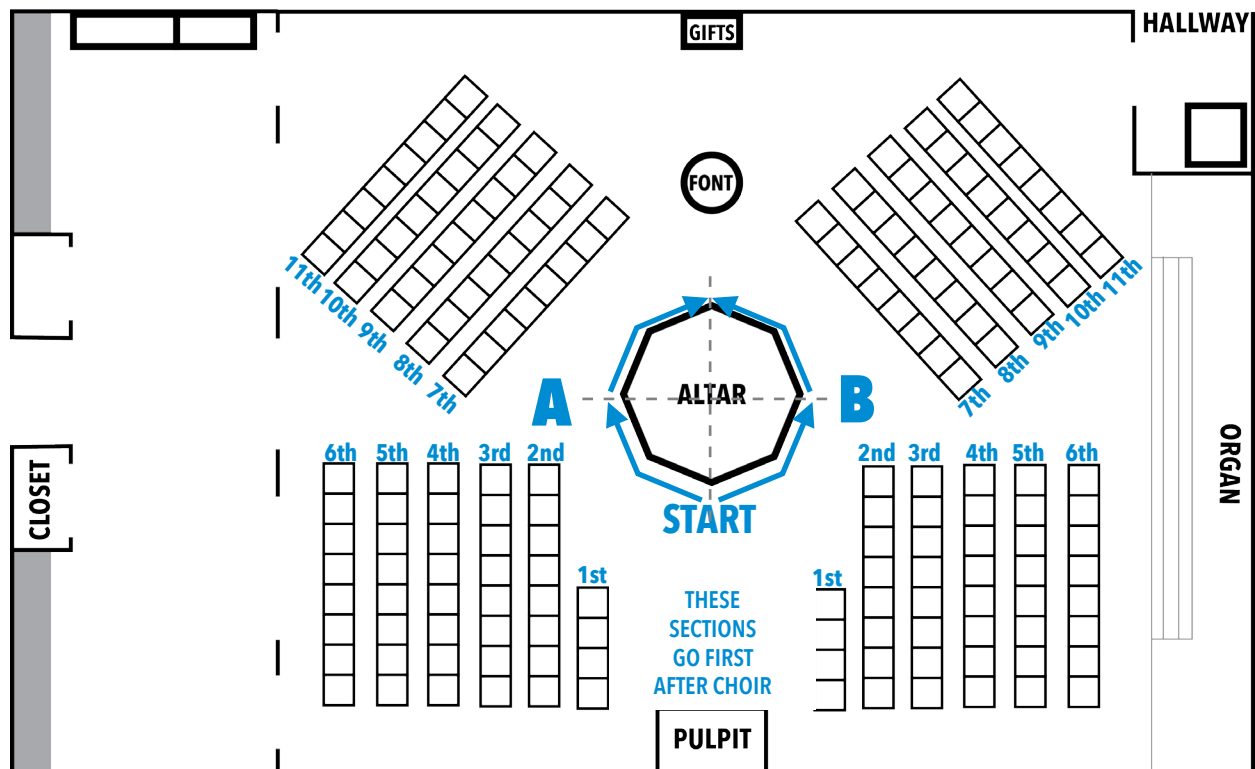
### BREAD & WINE:

1. During the announcements, position yourself at the Gifts Table behind the Font.
2. Usher A holds bread and wine. Usher B holds four offering baskets.
3. When the music begins, walk together to the altar platform to meet the deacon.
4. Usher A hands deacon bread and wine. All bow.
5. Usher B hands Usher A two offering baskets for the Collection ...

### COLLECTION:

6. Usher A takes offering on West (narthex) side. Usher B takes offering on East (organ) side.
7. Begin in center aisle and hand a basket to both front rows. Make sure baskets make their way to back row. Get both baskets and meet the other usher back at the Gifts Table.
8. Combine the collection into one basket.
9. One usher takes gifts of money to deacon. Bow.

## DURING COMMUNION



1. Immediately after Priest silently breaks bread, Usher A goes to front of aisle on the West side and Usher B goes to the East side.
2. The Choir will come down to receive Communion first. When they clear, direct the people to line up.
3. **The Pulpit-side sections go first.** Direct people to line up around altar starting on South end next to kneeler and filling in North.
4. Be aggressive in helping people know what to do. It is good to invite people verbally.
5. Receive communion last.
6. After receiving communion, request money basket from clergy. With another usher, put money into money bag (found in bell closet). Seal the bag. Put in money lockbox in hallway.

## AFTER THE LITURGY

Put away any blue chairs that have been used at that liturgy.