

## USHERS MAKE WORSHIPPERS FEEL WELCOME

At 10:30: **Prior to the beginning** of service, put on your usher tag from the drawer.

Meet, greet and hand service bulletins to all who enter and point out any service aids, such as:

- Lenten tags/coins
- Hearing assistance
- Crayons and sheets for children

***Invite new people to sign the visitor book or fill out forms in the Visitor Packets.***

Count and record the number of priests, choir + organist, vergers et al on the Service Tally forms from the drawer with the usher tags.

Ring the bell about 7 times when the postlude ceases, to begin the procession.

Do not admit latecomers during prayers or readings.

**During the second hymn**, two usher's (one on each side) go down each side aisle and count the congregation; record on the Service Tally.

One usher, **during the Creed**, collects children coming in from Atrium. You may go to the room or call a leader's cell phone. (If they're late, you may need to admit them through the colonnade door. Add to tally.

**At the Peace, (If 4 Ushers)** form into ranks at the back of the aisle; at "Walk in love," go forward. The front pair receives the plates from, and gives the Service Tally to the acolyte, while the back pair goes to the side aisles. Pass the plates. Collect together at the back. The front pair will take the elements, the back pair will take the plates.

**At the Peace, (If 2 Ushers)** form at the back of the aisle; at "Walk in love," go forward. Receive the plates from, and give the Service Tally to, the acolyte. Pass the plates from the center aisle. At the rear of the church, gather the elements. One usher takes the plates and the other, the elements. Elements on the left, alms on the right.

At the presentation hymn, take elements and alms forward. Hand the elements to the priest from the left, then step aside for the collection (alms) plates to be given; as the priest elevates the gifts, turn and go back to the end of the aisle.

**While the choir is being served**, assemble at the back and move to the front to assist.

**[If 4:]** The front pair stands at the step to the altar area and assist communicants who need help or guidance. Two ushers remain in the aisle, releasing communicants row by row. Remember that it takes more time for those from the rear pews to get to the rail. Ask any apparently infirm people who remain in the pews if they would like communion brought to them, and let the priest know when you get to the rail how many will need it. Ushers take communion last. One usher should move close to anyone waiting to be served in a pew.

**[If 2:]** Remain in the aisle, releasing communicants row by row. Remember that it takes more time for those from the rear pews to get to the rail. Ask any apparently infirm people who remain in the pews if they would like communion brought to them, and let the priest know when you get to the rail how many will need it. Ushers take communion last. One usher should move close to anyone waiting to be served in a pew.

After the service, hand out announcement sheets (if any), clear the pews of paper and straighten books in the racks. Take up bulletins only if they are handed to you.

Leave your tag in the drawer for the next person the next time.

Ushers have a unique opportunity to get to know the people attending the service and to keep the service running smoothly. It is a pleasant thing to do and a part of the overall experience of our gathering together for worship.