

Grace Episcopal Church

Guidelines for Ushers – Rite I, 8am at Grace:

- 1) A staff member will turn on lights and sound system. Please do not touch any of the pre-set dials.
- 2) Bulletins are available on center table in the Narthex. Locate the bulletins that are labeled Rite I, 8 a.m.
- 3) You are **THE GREETERS**, and **hospitality** is our calling. Invite any newcomers to fill out the Welcome card located in the pew near the hymnals and prayer books.
- 4) Distribute the bulletins to parishioners as they enter and make sure to help seat them if necessary.
- 5) After the prelude, RING THE BELL 3 TIMES
- 6) During the reading of scripture, take a count of all attendees and fill out the attendance sheet – extra copies of the form are in the usher closet. Completed form is given to the Celebrant. See 7a.
- 7) After announcements, the collection begins with an Offertory sentence from the Celebrant:
 - a. Ushers come forward to the altar rail bringing forth the elements for Eucharist with them and the attendance sheet to pass to the acolyte.
 - b. Each usher receives a collection plate.
 - c. Ushers then move from the front pews to the back pews and collect as necessary in the balcony.
 - d. At the Doxology, ushers come forward with the offering that they hand up to the acolyte and then close the altar railing.
- 8) At the end of the Eucharistic prayer, as the priests and worship leaders are receiving their Eucharist, ushers come forward and position themselves:
One on each side of center aisle.
 - a. The choir/organist receive Eucharist first
 - b. From the front pew to the rear, release congregants from the center aisle.
 - c. Ideally, release congregants to approach rail as soon as the rail is empty.
 - d. Bread and wine will be distributed starting at the lectern side of the altar rail and will move toward the center of the railing.
 - i. Parishioners on the lectern side should proceed to the farthest point to the right from center.

- ii. Parishioners on the pulpit side should fill in from the center to the farthest point to the left from center.
- a. When all parishioners have cleared, approach the rail to receive Eucharist. OPEN THE ALTAR RAILING at this point.
- b. Ushers advise the priests if there are any in the pews who need to receive Eucharist there. Ushers then go and stand by those receiving Eucharist in pews to help guide the rector.

9) When the service concludes the priest will dismiss the congregation from the center aisle. Open all the doors and RING THE BELL 6 TIMES.

POST SERVICE

- Two ushers must gather up collection and go as a pair to drop into the safe in office.
- Clean up the pews of any items or programs.

Note: **The Defibrillator** is located above the drinking fountain in the hallway between the Nave and Grace House in case of emergency.

The **silent alarm buttons** are hanging in the usher closet. One should be taken out and put in the basket on the back table during the service. Please remember to return these to the usher closet after the service.

Please arrive 30 minutes before the service begins.