

Grace Episcopal Church

Guidelines for Ushers, Rite I, 8am at HCC:

- 1) Unlock the West Door (facing the cemetery). The key is located in a lockbox outside the museum. Disable the security system.
- 2) Open the South Door (facing the museum). The handicap access ramp is located at this door. And open North Door for better air flow.
- 3) Open all boxes and secure doors to boxes with plastic holders.
- 4) Open windows as necessary for air flow.
- 5) Greet people as they arrive at both the South Door and the West Door. You are **THE GREETERS** and **hospitality** is our calling.
- 6) Bulletins, attendance sheets and bank bags for the collection are in a box brought from Grace Church. Fans are available in a box in the pew box next to the North Door.
- 7) Distribute the bulletins to parishioners as they enter and make sure to provide assistance to seat them if necessary. Provide fans if parishioner desires one.
- 8) After the prelude the processional hymn will begin.
- 9) Take a count of all attendees and fill out the attendance Completed form is to be given to the Celebrant. See 10a.
- 10) After Announcements, the collection begins with an Offertory sentence from the Celebrant:
 - a. Ushers come forward to the altar rail – Ushers bring the attendance sheet to the celebrant or chalice. Each usher receives a collection plate.
 - b. Ushers then proceed to each pew box for collection.
 - c. At the Doxology, ushers come forward with the offering. Due to the fragility of the railing DO NOT CLOSE IT.
- 11) At the end of the Eucharistic prayer, as the priests and worship leaders are receiving their Eucharist, ushers release parishioners by standing at the door of the pew box.
- 12) Continue until all have received communion.
- 13) Ushers receive communion last and notify the priest of any need to deliver communion to pew boxes.

14) Stand by the boxes of those receiving Eucharist in pews to help guide the rector.

15) When the service concludes the priest will dismiss the congregation from the center aisle.

16) After the dismissal the postlude begins.

POST SERVICE

- Make sure collection and report of attendance are in bank bag. Place in box with any remaining bulletins and give to rector to return to Grace Church.
- Clean up the pews of any items or programs. Remove pew door holders and close the pew box doors.
- Close windows and lock South and North Doors.
- Put hospitality table and supplies inside the church before enabling the security system and locking the West Door.

The **silent alarm buttons** are located in the pulpit pew box.

Please arrive 30 minutes before the service begins.