

Guidelines for Ushers, Rite II, 10:30am at Grace:

Please arrive 30 minutes before the service begins.

- 1) A staff member will turn on lights and sound system. Please do not touch any of the pre-set dials.
- 2) Greet people as they arrive. You are **THE GREETERS** and **hospitality** is our calling. Ushers will distribute the programs to parishioners as they enter and make sure to provide assistance to seat them if necessary.
- 3) After the prelude, one usher will RING THE BELL 3 TIMES
- 4) After a reasonable amount of time for everyone to arrive, ushers will 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 5 a.
- 5) After the peace is exchanged, the collection begins with an Offertory sentence from the Celebrant:
 - a. Four Ushers come forward to the altar rail – the lead 2 ushers bring forth the elements for Eucharist with them (and attendance sheet) and pass to acolyte. Each usher receives a collection plate.
 - b. Ushers then proceed with one plate on each side of pews, positioned in the side and center aisles.
 - c. Move from the front pews to the back pews and collect as necessary in the balcony.
 - d. At the Doxology, two ushers come forward with the offering and they close the Altar railing.
- 6) 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 (releasers) and one at handrails on either side (catchers) to help any parishioners that may need a hand.
 - a. The choir/organist receive Eucharist first.
 - b. From the front pew to the rear, release congregants from the center aisle. One usher should be on either side. It may be necessary to hold parishioners on right side until the choir has cleared.
 - c. Ideally, release congregants to approach rail as soon as the rail is empty.

- d. Bread (and wine) will be distributed starting at the far side of the altar rail behind the lectern 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.
 - e. The people seated in the balcony should come forward to receive the Eucharist after everyone on the lower level has received.
 - f. The four ushers wait until all parishioners have cleared and then approach the rail to receive Eucharist. OPEN THE ALTAR RAILING at this point.
 - g. 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.
- 7) When the service concludes the priest will dismiss the congregation from the center aisle.
- 8) Open all the doors to the narthex and RING THE BELL 6 TIMES after the concluding dismissal.
10. After the ringing of the bell, the Postlude begins.

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. Take any pillows that have been left and return them to the stack.
- Turn off all lights when church has been cleared out. Do not touch any of the dials that are part of the audio system unless clergy/staff are not present. In that case, follow the instructions in the sound cabinet.

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.