



Christ Episcopal Church

THE MINISTRY OF THE USHER

The ministry of the usher is largely one of hospitality; indeed, hospitality is a way we make our faith in Christ visible to others.

The usher is usually the first person someone (whether new or a “regular”) sees when arriving for worship. Your ministry of welcome and hospitality will begin to set the tone for their worship experience that day. Your presence alone may meet their need for a godly connection – perhaps it’s been a difficult week for them or one full of joy. In any case, you are the one who will likely meet and greet them first in the name of the Lord and extend a hand or offer a smile that says, “It’s good that you are here.”

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GUIDELINES

Medical Emergencies

- Know where the nearest telephone is located and be prepared to call for Emergency Medical Services.
- If a worshiper is in need of emergency medical attention:

1. CALL #911 FIRST

(Our address is 415 Washington Street)

2. Try to find a doctor or nurse in the congregation.

Don't hesitate to ask the Celebrant to make a request for a doctor or nurse.

3. There is an oxygen bottle and first aid box located at the double entry doors into the nave.

Lead Usher

- The first name listed on the schedule for the 8:00 am and 10:15 am services is the lead usher.
- It is the responsibility of the lead usher to:
 - ❖ Supervise the duties of the ushers.
 - ❖ Find a replacement from the congregation if a scheduled usher is unable to attend a service and a replacement has not yet been found.
 - ❖ Find two parish members to present the Oblations.

Attendance

- Ushers are to be at the church at least 30 minutes before the service.
- Please wear your name tag!!!
- If you are unable to attend a scheduled service please use the following procedure:
 - ❖ Find a replacement by calling another usher from the attached list.
 - ❖ If successful in finding a replacement, make sure to contact the church office as soon as possible and advise of the change.

- ❖ If you are unsuccessful in finding a replacement, call the lead usher and advise him or her that you cannot serve at your scheduled service and that you have been unable to find a replacement.
- Dress your best and wear a welcoming smile.
- Remember your responsibilities as an usher during the service takes precedence over your personal worship.

Preparation

- Please remember that the liturgy changes from time to time for such events as baptisms, renewal of wedding vows, etc. Check the current bulletin to confirm which service is being held, Rite I, Rite II, Baptism, etc.
- Again, wear your name tags.

Greeting

- You will be stationed in the vestibule (or narthex) of the church. You will be handing bulletins to worshipers as they enter and you should greet them properly at the same time with a cheerful, “Good morning” or other appropriate salutation. Greet the children, as well, to assure them that this is a place in which they are welcomed and if they are of reading age then provide them a bulletin. Please be mindful not to carry on a conversation with a friend and ignore other arriving worshipers.
- Remind them to wear their name tags.
- Be on the look-out for newcomers. If there is someone that you do not recognize (even if they may be a long time worshiper whom you don’t know), you are encouraged to say things such as “I don’t believe I know your name” or ask “Are you new today?” This task should typically fall on the usher stationed closest to the entrance of the church as this usher is the most likely see everyone who comes to a particular service.

- If a newcomer is identified, you are to do the following:
 - ❖ Ask the newcomer if they would like an explanation of the service or if they would like to be seated next to someone who could help them with the service.
 - ❖ Then find someone who is cheerful, helpful and willing to assist newcomer.
 - ❖ If they ask questions about the Episcopal Church, be prepared to hand them a pamphlet or two from the welcome table just outside the doors to the church.
 - ❖ After the service, please be available to introduce them as newcomers to the Celebrant or to the hospitality minister. This has a higher priority than cleaning the pews after the service which can be done later.

Bulletins

- The Saturday 5:00 pm (Rite 2) bulletin and the Sunday 10:15 am (Rite 2) bulletin are usually combined and are printed on white paper (at certain times of the year such as Christmas, they will be a different color).
- The Sunday 8:00 am (Rite 1) bulletin is printed separately on cream colored paper.
- Following the 8:00 am service, leftover bulletins are collected and placed in church office work room to avoid handing out the wrong bulletins at the 10:15 am service.
- For ushers serving at 10:15 am, make sure that the bulletins being handed out are the ones which have “5:00 pm and 10:15 am” on the front.

Worshippers with Physical Impairments

- Wheelchairs are available outside the handicapped restroom.
- If a worshiper arrives in a wheelchair or is given one to use, suggest that the wheelchair be placed in front of the front pew (if there is room) to avoid blocking the aisles. In addition, chairs are to be set up for whoever accompanies them to church. In the alternative, direct the worshiper in the wheelchair to the end of a side aisle by the windows.

- If a worshiper is physically impaired, ask if they would like to have the bread and wine brought to them. If so, inform the Celebrant when the last usher receives communion and then direct the Celebrant to each individual.
- If you escort a physically impaired person (in a wheelchair or otherwise) to the altar for the Eucharist, make sure you stay with them while they receive the bread and wine and return with them to their seat.

Children

- Christ Church is a child friendly church. If an infant or child is crying reassure the parent(s) that they do not have to leave the service. Let the parent(s) know that they may step out of the church to calm the child and ask that they please return to the service.
- There is a rocking chair in the rear of the nave as well as children's books, coloring books, stuffed bears and crayons.

Counting Attendance

- The clicker is kept in the top drawer of the chest of drawers opposite the right hand door of the sacristy. The clicker is used to count the number of worshipers and communicants attending each service. These figures, plus the number of clergy, acolytes, Eucharistic Ministers (chalice bearers) and choir members must be counted as accurately as possible and entered on the tally sheets provided. At the beginning of the service one usher will go to the lower level classrooms and get a head count on the school children and the instructors.
- You may verify the numbers by counting worshipers in their pews from the side aisles once the services starts.
- These figures are for Diocesan and National records and are used for the Diocese to calculate the Church's assessment. Also, provide the chalice bearer with the total number so that the bearer can provide the deacon with the count.
- At the conclusion of each service, the tally sheet is placed on top of the chest drawers where the clicker is stored. Also remember to return the clicker to the top drawer.

Late Arrivals

- **5:00 pm Saturday Service** - It is permissible to escort worshipers to the far side of the chapel before the Psalm, Gospel or Sermon. The Celebrant will pause to allow you to walk across the front of the chapel.
- **8:00 am & 10:15 am Sunday Service** - If the service is full, try to keep the last row of pews on each side open for late arrivals. Anyone arriving after the service has started should politely be asked to remain standing at the entrance to the church during Gospel readings, Lessons and Sermons. You should attempt to seat late arrivals yourself to avoid disturbing other worshipers during the service. Ask them if they would be seated during a hymn or when the congregation is standing (other than during the Gospel when they should be delayed until the Gospel reading has been completed). It is important not to use harsh tones when speaking to late arrivals.

Following the Service

- **8:00 am**- The pews and pew racks are to be cleaned by removing all old bulletins, papers and anything else left behind that does not belong there.
- **10:15 am**- After the service is over, all completed fellowship journal sheets are to be collected from the church and chapel and the black binders are to be returned to the pew rack center aisle for use the following week. The collected fellowship journal sheets are to be placed in the blue folder in the mail slot marked “Member Incorporation” (located on the bottom left side of the mailboxes outside the workroom door). The pews and pew racks are also to be cleaned by removing all old bulletins, papers, and anything else left behind that does not belong there.
- **REMEMBER** that hospitality should continue to be extended after the service with a warm wish for a good day and an expression of, “We hope to see you again soon.”



Christ Episcopal Church

Saturday 5:00 pm - Chapel

Eucharist – Rite Two

Comfort

- Upon your arrival, check the thermostat located next to the sink. It should be set at the appropriate winter or summer temperature. Temperature should feel comfortable in the Chapel.

Seating

- Encourage worshipers to seat themselves at the far side of the chapel to leave space for late arrivals near the door.

Door

- Close the chapel door when the service begins.

Offertory

- Pass the collection basket immediately after the Peace and place it on the altar table. Give the Eucharistic Minister the number of worshipers present.

Eucharist

- Invite worshipers on the side closest to the chapel entrance to Communion first and continue to guide the flow of traffic. The flow works best when the second and third rows move to their right to come to Communion. Then move to the opposite side. You receive communion last. If there is anyone who needs communion brought to them in their seat, please indicate this to the Celebrant at this time.

Dismissal

- After the Celebrant has said the dismissal, open the chapel door.



Christ Episcopal Church

Sunday 8:00 am

Eucharist – Rite One

Doors

- The two inner doors to the church should remain closed to provide tranquility for early worshipers.
- When the service begins, close the two outer doors.

Location

- One usher remains in the Narthex to greet arrivals and to count the number of worshipers.
- The second usher remains inside the Church to give any guidance as needed.

Seating

- Both ushers are to be aware of all open pews and direct late arrivals to the open pews.

Offertory

- Prior to the beginning of the service, invite two worshipers to bring the gifts of bread and wine to the altar. Instruct the gift bearers to move to the back of the church at the beginning of the Offertory. If there are no gift bearers, the ushers take the bread and wine to the altar.
- After the Peace, the Celebrant will proclaim the Offertory sentence.
- The vergers will come to the back of the church during the Peace and will lead the gift bearers and both ushers to the altar (bread on the left, wine on the right).
- The bread and wine are presented to the Deacon and the Deacon is also given the number of worshipers present. When the bread and wine are taken by the Deacon, the Deacon is acknowledged with a simple bow.
- The acolyte will offer the collection plates from the large alms basin to each usher.
- If there are gift bearers, allow them to return from the altar, pass through the altar rail and then turn to face the altar between the ushers at the bottom of the steps. All perform a simple bow in unison with the acolyte. The vergers will signal when to bow.
- The gift bearers return to their seats and each usher takes the collection from their respective side of the church, moving from front to back.

- When both ushers have completed the collection, they turn and wait together at the back of the center aisle. When the acolyte moves toward the credence table to pick up the large alms basin, the ushers begin processing back to the altar. The acolyte will meet the ushers at the altar rail opening and receive the collection plates. The acolyte should turn to face the altar and the acolyte and ushers should perform a simple bow in unison.
- The ushers then slide the kneeling cushion across the altar rail opening, turn and take seats in the front pews on each side of the center aisle.

The Eucharist

- After the Celebrant offers the Invitation, “The Gifts of God for the People of God,” (and the Sanctus bell has been rung, however during Lent the bell is not used), the ushers rise and move back along the center aisle, controlling the number of communicants processing to the altar. The altar accommodates approximately 15 communicants on each side. In addition, there should be 5 to 10 communicants at the foot of the altar rail on each side waiting to process to the altar.
- Be aware of those who may walk more slowly. Allow extra time for them to get to the altar rail. No need to deliberately hold their pew back while waiting for the numbers at the foot of the rail to decrease.
- When all the communicants have processed to the altar, both ushers process together on the side where the Celebrant is distributing communion. This informs the Celebrant of any worshipers needing communion brought to their seats, escorting the Celebrant to them.
- After the Eucharist is completed, the cushion is removed from the altar rail opening and both ushers return to the back of the church down the side aisles.

Dismissal

- After the Deacon announces the Dismissal, open all four doors and remain at the back of the church until all worshipers have exited.
- Continue the hospitality with the identified visitors by chatting with them upon leaving and introducing them to the clergy..



Christ Episcopal Church

Sunday 10:15 am

Eucharist – Rite Two

Doors

- The two inner doors to the church should remain closed to provide tranquility for early worshipers.
- When the service begins, close the two outer doors.

Location

- Two ushers remain in the Narthex to greet arrivals and to count the number of worshipers.
- One usher remains inside the church to give any guidance as needed.

Offertory

- Prior to the beginning of the service, the lead usher invites two worshipers to bring the gifts of bread and wine to the altar and two worshipers to bring the food gifts, if any. The gift bearers are instructed to move to the back of the church when the ushers start the collection.
- After the Peace, the Celebrant will proclaim the Offertory sentence.
- The four ushers then process down the center aisle in pairs and stop when the leading pair is level with the front pews.
- The lead pair bows to the altar and each moves left and right respectively across the front of the pews, taking the collection along the side aisles as they move to the back of the church.
- The other two ushers bow, turn around and take the collection along each side of the center aisle.
- The plates are passed back and forth between the side aisle and the center aisle ushers. If a pew is only partially occupied, the plate may be offered to the worshipers closest to the usher and reclaimed by the same usher who then moves up to the next row.

- Upon reaching the back of the church, the lead usher reassures the volunteering members of the congregation of their tasks. The two persons offering the bread and wine (bread on the left, wine on the right) will lead and are to know the number of worshipers present. It helps the Deacon to receive the chalice if the handle is facing the Deacon when presented. The food bearers, if any, process next, followed by all four ushers. The group should be processing when the acolyte(s) begin moving to their places at the altar rail.
- Upon reaching the altar rail, the gift bearers with the bread and wine process directly to the altar and present the bread and wine to the Deacon. They also give the Deacon the number of worshipers present. When the bread and wine are taken by the Deacon, the Deacon is acknowledged with a simple bow. The food bearers, if any, follow and place the food baskets on the right side of the altar (the choir side). The ushers move in pairs to the altar rail and pass the collection plates to the acolyte(s).
- The gift bearers return to the foot of the altar steps, stop, and turn around to face the altar, and form a line with the ushers. The bread and wine bearers stand at the center, the food bearer's stand on either side of the bread and wine bearers, and two ushers stand next to each food bearer. All then should bow in unison with the acolyte(s). The vergers will signal when to bow.
- After bowing, all eight persons turn around to face the congregation. The bread and wine bearers process first, followed by the food bearers and then the ushers. All process to the back of the church before returning to their pews and seats.

The Eucharist

- At the end of the Lord's Prayer, while the Celebrant is preparing the gifts, two ushers go to the center aisle and two go to each side aisle and process forward together. The ushers should walk to the first row of pews and stand and wait. After the Celebrant offers the Invitation, "The Gifts of God for the People of God," (and the Sanctus bell has been rung, however during Lent the bell is not used), the center ushers should direct the communicants to the altar.
- Be aware of those who may walk more slowly. Allow extra time for them to get to the altar rail. There is no need to deliberately hold their pew back while waiting for the numbers at the foot of the rail to decrease.

- Side aisle ushers- The two side aisle ushers go directly to the front of the altar rail on each side and receive communion before the choir and acolytes. This allows the two sides ushers to assist all communicants down the steps. After receiving the communion, the side aisle ushers stand with their backs to the windows and offer a hand, palm up to all females and assist males when needed.
- Center aisle ushers- The center aisle ushers stop at the front pews and begin to direct communicants to the altar, keeping a steady flow. The altar rail accommodates approximately 15 communicants on each side. In addition, there should be 5 to 10 communicants at the foot of the altar rail on each side waiting to process to the altar. The center aisle ushers see that communicants process to the altar by the center aisle and return by the side aisle. When all the communicants have processed to the altar, both center aisle ushers process together to the side where the Celebrant is distributing communion to receive communion for themselves. This informs the Celebrant that all communicants have received. At this time the center aisle ushers are also to remind the Celebrant of any worshipers needing communion brought to their seats, and escort the Celebrant to them.
- After receiving communion, the center aisle ushers turn around and return together by the center aisle to the back of the church. After the last communicants have passed down the steps, the side aisle ushers return together along the side aisle to the back of the church.

Dismissal

- After the Deacon announces the Dismissal, open all four doors and remain at the back of the church until all worshipers have exited.
- Continue the hospitality with the identified visitors by chatting with them upon leaving and introducing them to the clergy.

**We welcome all to join this important ministry.
Please contact one of the ushers or clergy after service or
call the parish office during the week at 732-349-5506.**



Reverend Joan M. Pettit Anders, *Rector*
Reverend Timothy Holder, *Associate Rector*
Reverend Emily Holman, *Deacon*