

ASEC Usher Guidelines

GENERAL

Please make every effort to be at Church when scheduled. However, if you are unable to be an usher on the date assigned, please obtain a substitute and notify the church office of the change. If you are a lead usher, your replacement should be another lead person. If you are unable to get a replacement, contact Nancy Benedict. If you are the Banker and are not able to perform your duties on your assigned date, please arrange for a Vestry usher to take your place.

SUGGESTED ATTIRE: Beginning with the 3rd Sunday in September through the 2nd Sunday in June, men should wear a jacket and tie with dress pants. Women should wear a dress, skirt or dress slacks. Sport clothes are fine for the summer.

BEFORE SERVICE

- Report at 9:45 a.m. Please check to see that the pews are tidy. Greet all people arriving for service and hand out the Sunday leaflets.
- Provide assistance and direction for seating to anyone who may require help. On special Holy Days and Sundays when the attendance is large, please escort people to their seats in the pews.
- When the choir is entering the narthex, the ushers should ring the church bell.
- Please make note of any worshipper who may require or requests to receive Communion in their pew. Please make note on the attendance slip if anyone requires Communion in the pew.

DURING SERVICE

- Take attendance during the Sequence Hymn. The Lead Usher is the coordinator for the taking of the attendance. The Lead Usher should complete the attendance form for presentation at the Offertory. Include the choir, acolytes and clergy in the count. Please place the completed attendance slip in the ciborium with the wafers presented at the Offertory
- Seat late-comers during a hymn or the psalm (if possible). Please do not seat late comers during readings or prayers. In general, seat late-comers as quietly as possible.
- You are welcome and encouraged to come into Church for the sermon.

AT THE PEACE AND THE OFFERTORY

- The Lead Usher and Usher enter via the center aisle at the beginning of the Peace and exchange the Peace with worshippers.
- The Lead Usher should ensure that the attendance count is brought to the Altar to provide the Rector with a count of the congregation for Communion.
- When leaving the altar with the collection plates, ushers should turn toward the center, and then proceed down the aisle. Only pass the plates across the aisles when there is a large attendance and four ushers.
- After completing the collection, the ushers should wait for the completion of the Offertory hymn or anthem and bring the alms basins forward to the acolyte with the receiving basin. NOTE: The ushers should not separate or count the money; this is the responsibility of the Banker.
- After presenting the alms to the acolyte, turn right and exit via the organ door. (Not down the center aisle)

AT THE EUCHARIST

- The Lead Usher positions himself or herself at the end of the choir pews close to the Altar Rail.
- The Lead Usher invites people to the rail starting from the right side (the Organ side) to the left, directs the flow at the altar rail, and guides worshippers to the appropriate exit.
- The Lead Usher, when possible, should attempt to keep family members together to receive communion.
- The Communion Usher (the "Catcher") stations him/herself at the foot of the chancel steps to assist as needed.
- The Usher positions him/herself in the center aisle. The Usher invites people to communion, pew by pew.
- When someone has requested to receive Communion in the pew, the Lead Usher should ensure that the Priest knows of this request and lead the Priest to the appropriate pew.
- At the conclusion of the Eucharist, the ushers receive Communion. After receiving, please open the altar rail and move the center kneelers to either side. The ushers then proceed out together.

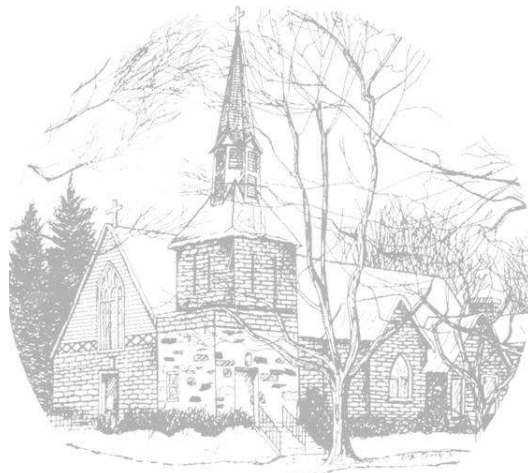
CONCLUSION OF THE SERVICE

- The ushers open the center doors when the acolytes and choir start their exit.
- When the weather is appropriate, the ushers may open the back and/or side doors to assist in the departure from the church.
- An usher should remain in the narthex to assist the Priest in greeting the parishioners and visitors or guide a newcomer to Coffee Hour.
- An usher and the Banker meet in the office to count the offering.
- The ushers then bring in the flags.

BANKING

- The Banker is always a Vestry member. He or she has the lead responsibility for the counting and documenting of the offering.
- Please follow instruction sheets in the office.

Thank you for serving as an usher at All Saints'. Your work is important in the building up of the Body of Christ, and our parish in particular.



www.allsaintsepiscopalbayside.org