

# Usher Guidelines

An **Usher** provides **hospitality, leadership, and assistance** to guests and parishioners before, during and after the worship service.

Any individual, from confirmation age and up, may serve as an usher.

It is recommended to be appropriately attired when serving as an usher.

## Pre-service Tasks

The Ushers arrive **20 to 30 minutes** prior to the worship service.

- ◆ Unlock the main doors and the door for handicap accessibility.
- ◆ Remove the top of the baptismal font and place it between the pulpit and the handrail. Fill the bowl with water
- ◆ Pick up the Worship Folders and the offering plates on the credence table (shelf) on the right hand side of the altar.
- ◆ Ensure that the offering plates are in the Narthex on the "desk" near the wine and ciborium.
- ◆ Check the thermostat in the choir robing area (the door by the organ) on the right wall as you enter the space. In colder weather, the temperature should be set for 68 degrees and in warmer weather at 72 degrees.
- ◆ Check the lighting is functioning correctly and properly set.
- ◆ Inspect the nave, making sure that old bulletins and other litter have been discarded, and that the worship books and Bibles are in neat order.
- ◆ Check to see if there are offering envelopes and pencils in the pew racks. Extra offering envelopes and pencils are located under the guest book in the entranceway.
- ◆ Inspect the entrance into the church. Check to see that the doors are unlocked and the approach walks and ramps are safe and litter free. (If able, there are brooms, shovels and salt are located in the center storage closet on the left hand side in the church basement to clean the walkways.)
- ◆ Make sure the guest book is opened and the pen writes.

- ◆ Turn lights on in the basement hallway and check the restrooms to make sure they are clean and there is soap, paper towels, and toilet paper (extra supplies are located under each sink). If the restrooms are in need of cleaning, please alert the pastor.
- ◆ Check the Nursery to see if the volunteer attendant is present and ready to receive children.

### **Arrival of Worshipers**

- ◆ Offer a polite greeting, e.g., "Good morning, welcome to Our Saviour's," or "Good to see you this morning," etc.
- ◆ Present the "Welcome" folder to an individual guest and one to each couple.
- ◆ Be ready to assist worshipers to their seats, to the nursery, or to the restroom.
- ◆ Seat later-comers during: Prelude; Kyrie; Hymn of Praise, and Hymns.

### **Ringling of the Bell**

- ◆ Fifteen (15) minutes before the service the bell may be rung seven (7) times to call the faithful to worship.
- ◆ At the hour of the service, the bell may be rung seven (7) times, pause, and then three single notes to announce the immediate beginning of worship.
- ◆ Throughout the Lord's Prayer, the bell may be rung (except in Holy Week).
- ◆ For other services, weddings, funerals, etc., consult the "Guidelines for Ringing Church Bells in the binder located in the right desk before entering the nave of the church.

### **Offering**

During the service, the Ushers participate in the worship service, but remain alert for emergencies such as illness, fainting, or signals from the Pastor.

- ◆ The offering plates will be on the "desk" near the communion elements (wine decanter and ciborium).
- ◆ The ushers take attendance either prior to the offering or during the offering. **Everyone is counted:** members, visitors, children, infants (also those who are in the nursery), the choir, acolytes, clergy, and ushers. The attendance figures are noted on the left hand bulletin board in the rear of the nave.

- ◆ After the passing of the peace, the ushers will proceed into the worship space to the baptismal font, reverence the altar with a nod of the head, turn toward one another as you turn to collect the offering one the left side and the other the right side.
- ◆ The offering plate is carried in the right hand in the upright position about waist high.
- ◆ The ushers walk toward the last row at the same pace.

### Offertory

- ◆ After collecting the offering, the ushers prepare to proceed to the altar with the offering. Also, the "Bearers of the Bread and Wine" will follow the Ushers - approximately 5 feet - alongside the other, with the gifts of bread and wine.
- ◆ At the altar, the Ushers present the acolyte with the offering. Then they step aside so that the "Bearers of the Gifts of Bread and Wine" present the gifts to the assisting minister or to the presiding minister.
- ◆ After the gifts are presented the Ushers reverence the altar (bow their heads), proceed to direct people to the communion rail.
- ◆ Proceed to the rear of the nave.

### Communion

- ◆ Ushers will guide worshipers to communion (the process will depend upon whether it is continuous communion or by tables at the communion rail).
- ◆ **One usher will stand by the baptismal font while the other usher directs people to the communion table. When needed, offer assistance to person going up or down the stairs.**
- ◆ The choir and Minister of Music - **usually** - commune first. Choir members may join family members for communion.
- ◆
- ◆ Allow between 9 and 12 people for each table. One table should be waiting while the other table is communing.
- ◆ The left side of the nave (as you face the rear of the nave) communes first; starting with the front pew and working toward the rear of the nave. And, continue with the last pew on the right side progressing toward the first pew.

- ◆ After all the people have communed, the ushers commune.
- ◆ Alert the presiding minister to anyone who may need to have communion brought to him or her.

### **Post-Communion**

- ◆ During the Post-Communion Canticle, the Ushers prepare for the congregation to exit the worship space safely.
- ◆ Ushers will be attentive to the visitors: introduce yourself again, if possible, introduce the guests to the pastor, and invite them to sign the Guest Book. Please make sure that Guests provide all the information necessary to contact them (complete name, address, zip code, phone number).

### **Leaving Church**

- ◆ The ushers will make sure the worship space is clean and in good order.
- ◆ Empty the water in the baptismal bowl, dry bowl out and place it back in the font. Place the cover on the font.
- ◆ The lights and building are secured.

If you are unable to serve, please find a substitute or contact Shirley Harrison, Administrative Assistant (757.564-3745 or [oslcnoige@verizon.net](mailto:oslcnoige@verizon.net).)

**Thank you for serving in this important ministry of hospitality.**

2011-10-25 JPN  
2011-10-29 RWH  
2011-11-07 JPN  
2011-11-20 JPN  
2012-01-09 JPN  
2012-02-09 JPN  
2012-06-06 JPN  
2012-06-07 JPN  
2016-11-21 JPN