

CHRIST CHURCH PARISH, EPISCOPAL

Usher Duties

Updated, May 15, 2018

1) Arrival time

- a) Please show up a half hour before your service.

2) Usher badge

- a) Clip on your clothing so as to be visible
- b) Please return to drawer after service

3) Walk the pews

- a) Make sure there are 2 hymnals & 2 prayer books per shelf
- b) Make sure there is a Bible at each end of the pew
- c) Please make sure the pockets have a pencil, offering envelopes & visitor cards.
 - i) If we are out of any of these items, please notify Head Usher
- d) Open all gates

4) PA system

- a) Controller is on the wall behind the pulpit
- b) 8:00 o'clockers, please make sure the system is on

5) Bulletins

- a) Put 4 on the seats where the servers sit (2 per)
- b) Hand out to all entering
 - (1) If running short, give one per couple.

6) Greeting

- a) Remember you are the first face to greet our visitors and congregants – smile!
- b) Welcome all!
- c) Remind folks who might be speaking loudly, to keep their voices down as there may be people in church who are praying or just in need of a bit of peaceful quiet before the service starts
- d) Make sure there are plenty of mugs for distribution after the service
 - (1) Inventory is kept in the storage area off the rear of the Great Hall.

7) Procession

- a) Close both sets of doors after the procession
- b) One usher should remain in the Narthex for 5 or 10 minutes to help late arrivers
 - (1) They should enter via the side pews aisles
 - (2) They should enter when the church is not praying

8) Usher report

- a) The ushers should count attendees including Clergy, Servers, Organist and choir
- b) This number should be noted on the usher report slip found in Narthex table drawer
- c) The slip should be placed on top of the top offering plate handed to the Crucifer

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9) Collection

- a) Ushers should meet the Crucifer at first step, turn and collect offering row by row
- b) At the beginning of the Doxology, the Ushers should meet the Crucifer at first step in order to return the offering plates.
- c) They should remain at the step until the offering has been blessed

10) Communion

- a) After Choir has received their Communion, the ushers should move to the first pews
- b) One usher should remain at the head of the first pew, facing the front, on the right to offer assistance to anyone needing help.
 - (1) This usher should try to keep an even flow of eight people at the rail at a time
 - (2) This usher should offer assistance to those needing it on their return
- c) The other usher should start on the left, when facing the alter, to let folks out so they can take communion.
 - (1) Try to keep an even flow of people but don't let the line back up too much
 - (2) The ushers should let the Clergy know if there are any congregants who want communion at their pew.
 - (a) This usher should escort the Clergy and the server to that pew
 - (3) When all congregants have been offered communion, the ushers should go to the rail for theirs.
 - (a) Upon completion of communion, move cushion at opening to the right and open the gate
 - (b) The exception to this is when we have a Healing Service.

11) After the Service

- a) Ushers should walk the pews again
 - 1) Re-arrange all books as necessary
 - 2) Pick up discarded bulletins and any trash left behind
 - (a) Old bulletins should be collected, taken to the Parish Hall and placed on the table in the hall for recycling.
 - 3) In general, make the Church ready for the next service.
- b) Turn off PA system
 - (1) 8:00ers please leave on.
- c) Turn off all lights
 - (1) 8:00ers please leave on.
- d) Turn off the heater in the Narthex if on.
- e) Money count procedure
 - (1) Both ushers must count the loose cash and write that amount on the report
 - (2) Don't open envelopes
 - (3) Both must sign
 - (4) Money & report should be put in the bank deposit bag
 - (5) Both usher should walk the bag over & drop in the mail slot in the office door.
- f) Check with the Alter Guild ladies to see if the need any assistance
 - 1) Determine who will lock & close the doors.

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- (a) Please remember that the inner doors remain open to reduce mildew in Narthex.

12) Miscellaneous

- a) You are responsible for finding someone to sub in for you if you aren't able to usher at a particular service.
 - (1) If you can't find someone, please call the Head Usher.
- b) There are numerous occasions during the year where we may be called on to usher such as funerals. Please be ready to help when you can.
- c) The link to the schedule and usher duties are on our website
[at http://christchurchmiddlesex.thediocese.net/Schedules/Ushers/](http://christchurchmiddlesex.thediocese.net/Schedules/Ushers/)

Medical Situations

Take a moment to look in the drawer in the Narthex. There is a list of our current Vestry members as well as a list of Parishioners who have medical training. These names are for you to use in the event of an emergency – medical or otherwise. Please contact in this order: Medical personnel (in the event of a medical issue), Senior Warden, Junior Warden then all other Vestry persons. If you note that there may be a congregant who is having some medical issues, please go to that person to see if they are ok. If not, notify one of the above and one is sufficient unless instructed to notify others.

You should know, we now have two AEDs (One in the Narthex and one in the Parish Hall Library). On the first Sunday of your service, please check the AED in the Narthex to make sure the battery is still good. If it is not, let Jean Holt know.

Church Temperature

The thermostat is set to automatically come on and go off at prescribed times at prescribed temperatures. It is, therefore, no longer necessary to adjust it. As a matter of fact, you shouldn't try to change it at all. Please notify the Junior Warden if you have a problem.

Situational Awareness

In this day and age and with nationwide and world events being what they are, our Church would be remiss if it didn't pass along to each of us a reminder that as Ushers we are generally the first to greet all people entering our beloved sanctuary. This means that we need to be vigilant of all who enter but, in particular, be cognizant of newcomers. Do they have on a heavy coat in warm weather? Do they seem nervous? Will they not make eye contact? Try and engage them with a hearty welcome and some conversation and see how they react. As always, it is our duty to know who the Vestry members are who are present. If you have concerns about anyone, please quietly take your concerns to that Vestry member and follow the instructions given. What if there are no Vestry members in attendance? Please consult with your fellow usher or at least discuss with a responsible congregant who is nearby. At the very most, your responsibilities would include, after going outside, a call to the 911 operator (The Church address is 20 Christ Church Lane & the Parish Hall is 56 Christ Church Lane) and then, you should keep a close watch over the events as they unfold.

We certainly have no reason to believe that there is anything eminent, but it is important to be prepared.