

Church of the Good Shepherd
Usher Guidelines 2021
Later services
(revised June 2021)

Ushers are ministers of hospitality.
Please welcome all worshippers with particular attention to visitors.

Scheduling and Substitutes

- When you receive the monthly schedule, mark your calendar.
- A volunteer will call the week you are to serve to remind you.
- You are responsible for getting a substitute if necessary. Please call the church with the change so it can be properly listed in the weekly bulletin. The schedule is also on the website if you need to reference it.

Before the Service

- Please arrive 20 minutes before the service.
- When you arrive at the church:
 - Be alert in terms of hospitality, neatness, needs that might arise, emergencies, and possible over-flow situations
 - Note the locations of the fire extinguishers.
 - check to see that all lights are on
 - Walk through the nave to make sure books are in order and there are no stray papers in the pews, kneelers up, and all is ready for worship.
 - if needed, use the carpet sweeper (in the sacristy) on the carpet
- Bulletins will be on the back pew or possibly on the shelf in the sacristy
- Bulletins from the 9:15 service may need to be re-stuffed and reorganized for the 11 am service. 9:15 ushers and 11 am ushers are asked to work together on preparing the 11 am bulletins for use.
- If there were not enough bulletins for the service, put a note on Ellen's desk saying, "We ran out of bulletins; we could have used XX more."
- Children bags and bulletins/crayons are to be given as children enter.
- One usher actively assists people with seating as needed. As the church fills, watch for vacancies in pews so that you can seat latecomers in those spaces. At busy services, there can be 5 adults in each pew. Don't hesitate say, "Can you please make room in this pew for this couple, this person."
- The second usher hands out bulletins **and assists people with masks, as needed.**
- if we run out of seating, kindly direct people to the over-flow in Hines Hall.
- During inclement weather, help people with coats and umbrellas (before and after the service).

- Seating latecomers
 - The idea is to be welcoming and to limit interruption in worship.
 - if during the procession, ask people to wait until altar party has reached the altar rail unless there is a clear opening in a back pew
 - if during the service, (and unless there is a clear opening in a back pew) ask people to wait until after a reading is complete, and then, during a psalm or hymn or even for the sermon, lead them to a seat
 - Of course, make an effort to make late-comers feel welcome, but do politely ask for them to wait a minute before being seated.

During the Service

- Make sure the doors to the church are closed after/during the first hymn. This reduces road noise.
- Be watchful for needs and emergencies
- At the sermon, count the number of all children and adults, including clergy, the organist and entire altar party...and write that number on an attendance card at the back of the church.
- As the announcements begin, be prepared to present a "welcome bag" to each visitor (1 per couple, 1 for singles) who stand. (Bags for visiting children would have been given as the service begins.)
- At the end of the Offertory Sentence ("Walk in Love...or "Ascribe to the Lord...or "God loves a cheerful giver,") begin the collection from the back to the front/altar
 1. the plates for the collection will be at the back of the church, and
 2. when you get to the front, pass the plates to the altar server
 3. give the attendance number in writing or verbally to the server who collects the plates
- As needed, communicate any need for communion taken to those in pews.
- Close the rail and place the kneeler in place. Return to the back of the church.

Coming and going from Communion

- At the end of the Eucharistic Prayer, as the priest gives the invitation, "The Gifts of God for the people of God..." start moving...one usher to the front rail the other usher at the ends of the front, right pew. Release people to come forward (right side first and front to back, left side second and back to front) and the other stands beside the stairs at the pulpit to help assist and guide people as needed to and from communion.
- Ushers keep eye contact with each other and with the clergy to keep the flow efficient and reverent
- Keep 2-3 households in line for communion; this helps with efficient flow
- we will have three communion stations at the altar rail; one household at one station
- Be mindful and helpful to anyone needing help up and down the stairs.
- Ushers receive communion last, then open the rail and move the kneeler.

- If there is someone who desires communion and is unable to go forward, after you receive communion, whisper the information to the priest and lead him/her to the parishioner.

Following the Service

- After the priest says the dismissal and the final hymn begins, open both doors to the outside and be prepared to assist those who need help getting down the stairs.
- Offer information or supplies as needed as people leave church. That might include “Day by Day,” special schedules, grocery bags, etc., to parishioners.
- As needed, politely encourage parishioners to move outside to visit with one another so that preparations for the next service can proceed.
- After the service,
 - Tidy up the pews.
 - Return kneelers to the upright position.
 - Arrange Prayer Books and hymnals in racks (hymnals on the outside, prayer books in the middle).
 - Pick up or Recycle bulletins for the next service as needed.

**Give thanks to God for the privilege of serving Jesus Christ
through the ministry of hospitality.**