

Usher Instructions

If you cannot serve when scheduled, please arrange for your own substitute or call George Coulombe if you can't do so.

Arrive at least 15 minutes before the start of the service.

Ensure that the Narthex outside door is unlocked.*

Ensure that all lights are on in the Narthex, Nave, Chancel and Sanctuary.

In summer, open the windows and start the fans, if needed.

Retrieve any remaining bulletins in the Chapel.

Review materials for distribution: bulletins, newsletters, pledge statements, etc.

Coordinate with the Welcomer on division of tasks.

Greet everyone handing out a bulletin and any other relevant materials. Introduce any new visitor to the Welcomer.

Before the offertory, write the attendance number on the board in large, bold print.

At the start of the Offertory Anthem, collect the offering. After the Offertory Anthem, bring the offering up the chancel steps to the Altar Rail to the Crucifer/Chalice Bearer.

Open the doors from the Nave into the hallways for Communion.

At the presentation of the communion elements, go forward to the head of the center aisle and signal the people to come up for Communion. If someone needs to have Communion brought to them, tell the clergy while at the communion rail.

The Usher is the last person to receive Communion. After Communion, move the kneeler from the center, open the communion rail, and close the side door between the Nave and the hallway on the office side.

After the postlude, check the pews for bulletins, trash, Prayer Books and Hymnals left on the pews, and items left behind. Lock the Narthex outside door*. Close the windows if they have been opened and turn off the fans if they have been turned on. After everyone has left the Nave, turn off the lights in the Narthex and Nave.

*Using the hex key on Chapel and Narthex entrance doors: find the hole in the latch cover below the long round bar. Insert the allen (hex) key, push in and hold the bar while turning the key clockwise to lock (this holds the crash bar and latch in) or turning the key counter clockwise to unlock (this releases the crash bar and latch).

Thank you for your service to the Lord and His body the Church!

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