

11:15 am LITURGY
USHER PROCEDURES

1. Arrive at your scheduled service at least a 1/2 hour early for setup.
 - Clean any excess stuff from the Usher table at the Sanctuary Door.
 - Get the Usher name tags from the Usher table and place on your left breast. Place your Name tag on your right breast.
 - Put the bulletin and church book together.

2. Pass out the worship booklets w/ bulletins to the congregation as they arrive.
 - Stand at the entrance of the Sanctuary to pass out worship booklets and bulletins.
 - Greet each Parishioner with a smile and a greeting.
 - Help with any questions and/or guidance when needed.

3. Close the doors to the meeting hall when there are meetings or grouping of anyone to stop any excess noise.

4. After the service procession begins and the entrance Hymn is over and there are no more parishioners coming in, close the doors to the Sanctuary. This will keep noise and distractions out.
 - . The ushers should sit at the rear of the Sanctuary during the service.

5. During the first reading when everyone is seated make a count of everyone that is attending the church service. Include all children, adults and everyone that is serving including Father and Mother.
 - When you have the final count, write this number on a slip of paper to be given to Father or Mother at a later time.

6. After the peace, the usher should stand up and move to the center of the aisle.

7. When Father or Mother begins saying the Offertory Sentence ‘Walk in Love, as Christ Loved usThe Acolyte will get up and get the offertory plates and move to the center in front of the Altar.
 - At this time begin walking to meet the Acolyte at the front of the Sanctuary.
 - When you arrive at the front of the Altar in front of the Acolyte, bow, take the offering plates and place the slip of paper with the communion count in the Acolyte plate.
 - After taking the offertory plates, turn away from the center of the Altar, (turn towards each other as you turn around) go to the first pew and begin passing the offering plate to each pew.

8. When the offering plate has been passed to all the pews, stand and wait at the center of the aisle at the rear of the Sanctuary with the offering plates.
9. After the offertory hymn, the Acolyte will again get up and get the main Acolyte plate and move to the center in front of the Altar,
 - When you see the Acolyte get up to get the Acolyte plate, begin walking to the front of the Sanctuary to meet with the Acolyte.
10. When you meet the Acolyte, place the offering plate in the main plate with the Acolyte, bow and turn toward the center of the aisle and walk back to the rear of the Sanctuary and take your seat.
11. After the breaking of the bread the ushers should stand and move to the center aisle and wait.
12. When the choir and musicians get up and move to receive communion, begin walking to the front of the Sanctuary. Stop and wait at the first pew.
 - When the last of the choir nears the front to receive communion, let the members out of each pew to get in line. Be sure to keep members flowing smoothly as to not let Father or Mother have to wait at the Altar to give more communions out.
 - There should be a number of members in line at all times.
 - The ushers will be last in line to receive communion.
13. When the ushers receive communion they should return to the center aisle, bow and return to the rear of the Sanctuary
 - Stand waiting at the center aisle at the rear of the Sanctuary until the Chalice is cleaned and covered. At this time open the doors and return to your seats.
14. When the members begin out the Sanctuary, one usher should stand at the door and collect unwanted bulletins and worship booklets. The other usher should go up the side aisle and get the offering money from the offering plates.
 - When the money has been picked up the usher should immediately take this money to the church office and place the money in the designated place.
 - Please see the head usher for further information regarding the designated place.

15. After putting the money away, one usher should go back to the Sanctuary and go through each pew and clean up all the bulletins and church booklets left behind, while the other usher strips out the unwanted bulletins and places them in the recycle bin.
16. Collect all the worship booklets, place a rubber band around them and leave them on the usher table. The ushers should leave the Sanctuary and the usher table clean, for the next time.
17. Place the usher tags back in the usher table.