

Usher Responsibilities

Arrive at church by 9:40 a.m.

Hand out bulletins and remind people to wear their nametags.

Close door to the Sanctuary after procession.

Count attendance during readings or sermon. Include nursery, children, teachers, choir and sanctuary. Record numbers on tally sheet.

Notify church school during the Prayers of the People that it's almost time to come up.

After the Peace, proceed forward with the elements and two collection plates.

When giving the elements to the acolyte, tell him/her the number of people in attendance that morning (this will determine the number of wafers set out for communion).

Take the collection by passing the plates through the pews.

Ask any handicapped visitors if they want communion brought back to them.

Proceed forward onto the Altar when Doxology is sung ("*Praise God from whom all blessings flow*"). Give collection to acolyte, bow, turn and step down off the altar. Put up altar rail for communion.

At communion, proceed forward and allow one pew at a time, making sure to fill up both sides of the railing.

Ushers take communion last, remove altar rail, then bow and return to back.

Notify Rector of any requests for communion to be brought out into the congregation.

Have microphone turned on and ready for announcements.

Pick up bulletins left behind in the pews.