

St. Andrew's Episcopal Church - Usher Instructions

1. Arrive 20 minutes before the service begins and check to see if church lights are turned on.
2. Usher/greeter pins and service leaflets are located on the table in the Narthex that is just on the left as you enter the church. The Narthex is the foyer of the church, just inside the red doors.
3. Greet and hand out service leaflets to parishioners as they enter the Nave (The Nave is seating area of the church where the pews are.)
4. Be prepared to advise people where the Nursery or Church School is located.
5. Please keep the inside doors closed after 9:50 a.m. to reduce the noise. Try to maintain quiet in the Narthex from that time on so that worshippers are not distracted.
6. Advise the priest if there is anyone who is unable to go up to the communion rail. Communion will then be brought to the person where he/she is seated.
7. At the ringing of the 10 am Church bells, open the Nave doors inward to allow the processional into the church to begin.
8. Take an accurate count of all people in church, including babies and children in the nursery and Church School. This requires a visit to the nursery and school to get an accurate count of all children and adults there. In your count also include the organist, lay readers, choir, priest, and acolytes.
9. Write the total count of people on the piece of paper that should already be in the breadbox. The breadbox is located on a table at the rear of the Baptistry, which is on the right side of the Narthex as you enter the church. Do not scratch out the number of hosts already written on the piece of paper....add the total count in the space provided below it. If by chance there is no paper in the breadbox, improvise with a page of a service leaflet.
10. At the beginning of the Nicene Creed, push the bottom half of the classroom alert switch on the Narthex wall to alert the classroom area that "The Peace" will begin shortly. This gives teachers time to wrap up their lessons and let them know it is time to come to the church. Push the rocker switch for about a second....repeat pushing the rocker switch again after about 5 seconds. Note: The alert is an electronic chime that cannot be heard in the Narthex.
11. At the beginning of the announcements, open the Nave doors outward into the Narthex.
12. After the announcements, the rector/priest will say the Offertory Sentence -- "Walk in love, as Christ loved us...". This sentence is usually followed by the choir or music being played (choirmaster will be at the piano). When the music starts, come forward and retrieve the collection plates. The plate for each usher is placed on the first pew on both sides of the aisle.

13. After completing the collection, go to the Narthex and stand behind the sacrament bearers (they always go first and wine bearer is always on the right side).
14. The procession to the altar should begin on the first note of the Offertory Hymn. All parishioners stand then sacrament bearers proceed down the aisle toward the altar, followed by ushers. Initially, the sacrament bearers present the wine and bread and step aside. Ushers then place the offering plates, one at a time, in the plate held by the server and exchange bows. After the collection plates are accepted, the ushers return to the back of the church and close the Nave doors.
15. At the beginning of the last hymn, open the Nave doors outward toward the Narthex.
16. After the service, "police" the area, making sure the kneelers are up and all service leaflets left behind in the pews or book racks are picked up. Return any books left on the pews back to the racks and check to see if prayer books and hymnals are evenly distributed (at least one prayer book and one hymnal per rack space). As needed, restock the visitor cards in the backs of the pews. A supply of cards should be on the table in the Narthex near the front door.