

Usher Manual



USHERS' MANUAL

FOR HEAD USHERS:

- Your team will receive an e-mail reminder when scheduled to serve. It is up to you to remind your team and be sure that at least eight (8) ushers (including a head usher) will be there on Sunday morning.
 - If necessary, you can recruit substitutes or trade places with people on other teams.
- Arrive early, by 8:30 a.m. or 10:45 a.m., or designate a member of your team to arrive early.
 - Remind your team that they should make an effort to joyfully greet and welcome all who come in our doors.
 - Check to be sure there is fresh water in the carafe on the Ushers' table. You can get water from either a water fountain or the butler's pantry in the Parkinson Room.
 - Be sure all bulletins from the previous service have been disposed of into recycle bins.
 - The head usher at 11:15 should get the flower cards from the Altar Guild members in the sacristy to distribute to ushers to deliver after the service.
 - After counting the number of people (including all adults, children, worship assistants and choir members), call the Parish Coordinator's extension (313) to give

the total attendance for the service, also noting the date & service time.

- At all Communion services recruit two people, not necessarily related, to serve as oblation bearers. Tell them to come to the back of the church at the Peace.
- ANTICIPATE, ANTICIPATE, ANTICIPATE! It is your responsibility to see that the service flows smoothly. Be prepared for whatever it is that comes next in the service and expect the unexpected. Refer to this Manual. A copy will be on the Ushers' table in the Narthex.
- Remember to assign an usher to the door from the Sunday school building into the church. Many parents come that way after dropping their children in the nursery or picking them up from Sunday school. This usher will also assist anyone using the elevator or wanting to gain entry into the building from the alley door, which remains locked.
- Remind all ushers to be mindful of helping parishioners who are dropped off at the front of the church due to mobility issues.

FOR ALL USHERS AT BOTH THE 9:00
AND 11:15 SERVICES:

- Arrive in the Narthex by 8:30 a.m. or 10:45 a.m.
- Baptisms are typically scheduled monthly except during the seasons of Advent and Lent. If a baptism is scheduled, please be sure the reserved signs and accompanying nametags (which will be on the ushers' table) are placed on the assigned pews for the baptism families well before the beginning of the service. The reserved signs should be put into the recycle bins after the service.
- Check each pew and pick up any trash, children's materials, or bulletins from previous services. Be sure that hymn and prayer books are placed in the racks in order. (The sextons have primary responsibility for this, but please serve as a back up for them.)
- Prior to the service two ushers with bulletins should be stationed at the center doors to the church and one usher with bulletins at each side door into the church and outside the door from Gibson Hall. That usher should also watch the alley door, which remains locked, to see if anyone needs to gain entry, and assist anyone needing to use the elevator. Please

make every effort to greet people and hand out bulletins.

- The remaining two ushers may greet and provide assistance to people arriving for the service, opening the main doors to the church, helping people up the steps, etc.
- **The doors to the Nave should be closed 10 minutes before the service is scheduled to begin to allow the congregation to have some quiet time for prayer.**
- Try to keep the Narthex as quiet as possible both before and during the service. Keep the doors between the Nave and the Narthex closed as much as possible. Have only one usher remain in the Narthex during the service and he/she should stay away from the glass doors so that the worship leaders in the Chancel will not be distracted. The other ushers may sit in the church for worship and come to the Narthex for the Offertory and to direct people to Communion.
- When the prelude begins, the clergy line up the procession at the center door. (The Music Director usually helps with this.) When the procession is in place, the clergy will signal the organist with the “organ” button, located near the west door into the Nave. Once the procession has begun, **TURN OFF THE BUTTON.** This is the head usher’s responsibility.

- The clergy are always last in the procession. Once they enter the Nave, close the center doors. Two ushers should block the center aisle UNTIL THE CLERGY ENTERS THE CHANCEL. Then allow people to enter while music is playing.
- The usher at the door from Gibson Hall should not let anyone in until the clergy and choir have cleared the front. The usher should not leave until the procession has cleared and anyone waiting has been seated.
- The ushers at the side doors in the Narthex should not let anyone down the side aisle until the choir has cleared the aisles.
- Close the doors at the end of the procession. Latecomers should NOT be seated during prayers and scripture readings. ASK LATECOMERS TO WAIT UNTIL A HYMN OR CANTICLE. There is a lot of music during the first 10 minutes of the service.
- Count the congregation at both the 9:00 and 11:15 services during the lessons. One usher should count the west side from the east balcony and another usher count the east side from the west balcony. BE SURE TO INCLUDE EVERYONE: PEOPLE IN THE NAVE AND BALCONY, USHERS, CLERGY, ACOLYTES, CHOIR, AND CHILDREN! The Head Usher should call the

Parish Coordinator's extension (#313) to report the attendance count.

- Except for one usher, during the service the ushers should sit in the congregation and not gather in the Narthex. One usher should remain in the Narthex to greet latecomers and deal with others who may come in off the street.
- During the Peace (or announcement time when Morning Prayer is being read), ushers should return to the Narthex and get the offering plates. After the preacher says the offering sentence, the oblation bearers (when a Eucharist service) carry the gifts of bread and wine from the back of the church to the altar. At the same time, the ushers start to pass the offering plates – beginning at the BACK of the sanctuary.
- At both the 9:00 and 11:15 service, the first two ushers turn and receive the offering from the people in the short side window pews and then from the balcony. The second two turn and receive the offering from people in the outside of the center pews from the side aisles. The last two ushers receive the offering from people in the inside of the center pews from the center aisle. When the offering has been received, line up again and use the “organ” button to signal the organist that you have finished. At the end of the anthem, when the Doxology begins, proceed down the aisle and give the plates to the acolyte before returning to your seats by way of

the side aisles. THE HEAD USHER SHOULD TURN
OFF THE SIGNAL TO THE ORGANIST.

DIRECTING THE CONGREGATION TO COMMUNION (BOTH SERVICES):

At 9:00 the West Gallery Choir may commune first, but the ushers will always precede them so that they can close the altar rail gate and get themselves in position to direct the congregation to communion.

At 11:15 the Parish Choir will come from the balcony sometime during communion. They should be permitted to “go ahead.” Ushers should hold the congregation and resume when the Choir passes them.

Communion using the Main Altar and the Chapel

Eight ushers are required.

Two will go immediately to the altar rail and close it after the clergy who are serving in the Chapel have exited the area. **One** will stand immediately in front of the West Prayer Desk and the other will stand immediately inside the doors (on the carpet) between the Chancel and Sacristy to alert people to the small step at the doors.

The next **two** will go to the East and West side pews. The East usher begins directing people from the front immediately to the chapel. The West usher waits a short time and then begins directing people from the front to the back, through the Narthex to communion in the chapel.

The next **two** will go, one to the foot of the steps on the East side to assist people at the steps and one to the lower Chapel doors to direct people who will be receiving communion in the Chapel. Communicants in the Chapel should be instructed to line up at the rail from the right side to the left.

The next **two** will go to the front of the center aisle and immediately begin directing people to communion at the main altar rail. Communicants should be instructed to kneel at the center of the rail and fill in toward the walls.

SOME GENERAL NOTES:

- **KEEP THE PEOPLE MOVING!!!**
- The line of people waiting for communion should extend as far back as the usher releasing people from their seats. At some point the Parish Choir will come down from the balcony and they should be allowed to “jump line.” People sitting in the balcony generally follow the lead of the choir and come down for communion when the choir does.
- The ushers take communion last and notify the clergy of any special circumstances such as people who need to have communion brought to them in the pew because they are unable to come forward. After everyone at the rail is communed, the ushers in the sanctuary should open the gates in the altar rail (RIGHT HAND SIDE

FIRST AND LIFT!) and move the middle kneelers back to the side.

- Before the end of the service, set out by the front doors the recycle bins found in the narthex by the usher table so that people can easily deposit their bulletins on their way out of the church if they aren't taking them home. Please help the sextons pick up bulletins left in the pews and put them in the recycle bins. The bins should be put back by the usher table afterwards.

USHERS AT THE 11:15 SERVICE

DELIVER THE FLOWERS

- The head usher will distribute flower cards to the ushers. There are usually four arrangements each week.
- Take the card to the sacristy after the service and the Altar Guild members will give you the flowers.
- You may take the flowers directly from church or later in the afternoon. The short visit is often even more appreciated than the flowers.
- Note that 9:00 usher teams will need to do this when scheduled during the summer.

GENERAL INFORMATION

NO PHOTOGRAPHS OR VIDEOS ARE PERMITTED
DURING ANY WORSHIP SERVICE!

Restrooms are located at the bottom of the stairs in the west side of the Narthex. Handicapped accessible rest rooms are located on the 1st floor of Gibson Hall down the hall and on the right, and in the basement (just outside the elevator on level B). Restrooms are also available at the bottom of the stairs leading from the Narthex to the Undercroft.

A water fountain is located just inside Gibson Hall through the door near the pulpit.

A telephone, for emergencies, is on a pillar on the west side of the Narthex.

Clipboards with lectionary-based materials for children, crayons and books are located in the Children's Kiosk in the east side of the Narthex.

Nurseries are available for infants, toddlers, and preschoolers at both services. The Nursery is located just through the door by the pulpit. The Peterkin Parlor in the Undercroft can be used by parents who would like to listen to the service while taking care of their nursing or fussy children.

During the 9:00 service, children leave for Children's Chapel with the Deacon following the reading of the Gospel. They return to the sanctuary at the time of announcements.

Large print copies of the services are available on the Usher table on the east side of the Narthex.

Devices for the hearing impaired are stored in the drawers of the tables in the Narthex. They are wireless and have individual volume controls.

Handicapped access to the church from outside is through the Gibson Hall doors. There is a ramp leading to the hallway to the sanctuary. The elevator by the sanctuary makes the church and the other floors of Gibson Hall accessible.

The elevator is located through the door from the Sacristy area, which is just beside the pulpit. The elevator will provide access to the two basement levels and the two levels of Gibson Hall. Stops on the elevator are BR (Undercroft: Peterkin Parlor, Parkinson Room), B (Assembly Room, bathrooms which are handicapped accessible, acolyte and choir vesting rooms), 1R (church), 1 (1st floor of Gibson Hall: nurseries, Children's Chapel, handicapped bathrooms, Atrium and conference rooms, and Preschool classrooms) and 2 (2nd floor of Gibson Hall: clergy vesting room, choir rooms, Children's Center).

A wheelchair is located in the Narthex.

A first aid kit is stored in the closet under the east stairs in the Narthex, as well as above the AED machine located next to the elevator on the first

floor of Gibson Hall.

A brochure listing services available to street people on weekends is in the drawer of the Ushers' table under the window.



ST. JAMES'S EPISCOPAL CHURCH

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