

Information for USHERS
Christ Episcopal Church, Charlevoix
(Updated: June 18, 2015)

Thank you for volunteering to be an Usher for Christ Church and for helping to fulfill our mission to be a welcoming place of hospitality.

Here are instructions for the mornings you volunteer as an usher:

1. Arrive 25-30 minutes before the service starts.
2. Make certain all entry doors are unlocked. If they are locked, unlock them, or have them unlocked.
3. Turn church lights (gray box in behind coat rack in entry vestibule. Turn lights on for stained glass above the altar (switch is in the Rector's office next to the Sacristy door).
4. Open both doors going into the Parish Hall. There is a flush bolt on the right hand door (top). Pull that down to disengage the latch. Close these doors at the start of the service. Also make sure the sacristy door is closed before the service.
5. Check the temperature inside the nave (heat or air-conditioning). If needing to adjust, ask Rick Wertz, Brownie Flanders, or John Fiedorek.
6. Use the balcony for extra seating, when needed.
7. At the narthex location you should have the bulletin, the elements (bread and wine), and 2 offering plates.
8. Pass out a bulletin to all that come through your area. One usher should be at the Parish Hall door; the other in the narthex. Welcome everyone with a smile, and a hearty "Good Morning". Bulletins should be on the narthex table and at the Parish Hall entry door. We have children's bulletins and bags of crayons on the narthex table. There are two different bulletins each week (one for younger children; the other, for older children).
9. Notify Greeters to take their seats close Red Door 9:55am.
10. If asked please, show or tell newcomers where the restrooms and nursery are located or have a Greeter show them around.
11. Ring the Bell to begin the first hymn. After the organist finishes the prelude, the Priest enters Sanctuary and welcomes all parishioners. Then Usher pulls the rope on the bell 3-4 times.
12. For late arrivals, please escort those persons to open space on the main floor level. People are usually very willing to move over to make room.
13. Attendance Count: During the sermon is a good time to count those worshipping. Remember to count those in the balcony and nursery in addition to the Priest, choir, and acolyte(s). Write the total on a piece of paper with the date and discretely put it on top in the communion breadbasket.
14. Toward the end of the prayers of the people. Get anyone in the nursery so they can take communion. Seat them during the passing of the peace.

15. Ushers are seated in the narthex until after the passing of the peace and the start of communion. Once the Priest has put on his Chasuble and is standing behind the altar, the Ushers bring the Elements forward. Deliver the wine and bread to the celebrant and Ushers return to the narthex. Collect the offering during the choir's offertory anthem. With the offertory plates, begin at the front pews; pass a plate to each side. People will usually hold up their hands if they do not want you to pass the plate down their pew. At the conclusion of the anthem, Ushers bring the offering plates forward during the doxology. Hand them to the priest. Please stay forward close to the altar so the intinction minister can get by and into his/her space.
16. After giving the offering plates to the priest and the intinction minister is in place, close the gate of the communion rail and place the kneeling cushions in front of the gate.
17. Communion: After the breaking of the bread the priest will give himself/herself, the acolyte, and the intinction minister communion. The organist and choir will receive communion. Organist first, then choir right to left.
18. As the choir is receiving communion at the rails, the ushers will come forward to direct the congregation to the communion rail. Begin with the pew at the front pulpit side and alternate sides as the ushers move back through the church.
19. If necessary, remind the first persons that they should go to the right side of the communion rail.
20. Remember to invite people seated in the balcony.
21. Ushers are the last to receive communion unless there are worshipers unable to walk to the communion rail. After the ushers have received communion, reopen the gate, move the kneeling cushions from the center so the priest and others can get out of the chancel without stepping on the cushions.
22. The priest will take communion to those unable to walk up to the communion rail. The Ushers should notify the priest of those people when ushers receive communion.
23. **AFTER ANNOUNCEMENTS AND DISMISSAL**, the Ushers reorganize the pews (pick up bulletins, return prayer books and hymnals in racks, move all back cushion to the far end of the pews, not against the wall at the far end). Take all leftover bulletins to the recycle box in the church office.
24. The parish administrator schedules ushers every two months. If you have been scheduled and cannot be present on your assigned date, make arrangements with another usher and mark the changes on the posted ministry schedule on the Parish Hall bulletin board (the office manger looks there for any changes before preparing the bulletin).

Again, thank you for volunteering to be an usher for Christ Church. Your warmth may help someone looking for a worshipping community to choose Christ Church.