

9:00 AM Service Ushering Instructions (updated March 2025)

Arrival: No later than 8:45 am please.

Preparation:

- Place music stand with prayer request sheet and pen in center aisle near the back (between last pew and Baptismal font). Note: Oftentimes this has already been completed by someone else.
- Place small round pedestal with offertory plate in same area.
- There will already be bulletins in the Narthex on the table. **Of note:** Be sure to take the bulletin that the yellow count slip and the white count slip are paper clipped to (more on these two slips later...)
- Open doors from the Narthex and doors to the Sanctuary.
- Some ushers prefer to sit in the back of the church, others in their “regular” seat, but at least one usher needs to be in the back to assist and “late comers”.

Attendees Arrival:

- Greet and welcome people at the doors to the Sanctuary while passing out bulletins.

During Service:

- After the sermon, count the attendees, including Altar party and musicians. If there is more than one usher you can split sides, but it may be less confusing for one person to do the entire count.
 - Yellow slip: write the total number of people in the Sanctuary. This slip will be placed on top of the items in the offertory plate so that the Rector can readily see the number of congregants; hence, knowing amount of wafers to prepare.
 - White slip: This needs to be completed and signed and will be placed under the secretary’s door after the service.
- During Offertory, bring the plate to the Altar, hand to celebrant and return to your seat. Note: The celebrant will give a slight nod to the usher (who will be standing near the Baptismal font with the plate) indicating that the usher should proceed forward.
- Communion:
 - After the Lord’s Prayer, proceed down the aisle circling around the first row of pews to the small section of pews to the left and right side of the church. Once these attendees have proceeded to the Altar, return to the center aisle and proceed backwards to allow the appropriate number of congregants to proceed to the Altar. (OVER...)

- Allow musicians to take communion first, ushers go last.
- After communion, open the center doors leading to the Narthex.

After Service:

- Stand at the doors to the Narthex and collect bulletins as needed (some folks will prefer to keep bulletin).
- Find the treasurer's envelope on the wooden table at the back of the sanctuary. Take the envelope, then retrieve offering plate from Altar area. Put offerings in the treasurer's envelope and slip envelope under the door of the treasurer's office (next to the Rector's office). When returning from the Altar, check to see that pews are free of errant bulletins, hymnals, etc.
- Put white count slip under the secretary's door.
- Recycle bulletins in the blue bin in the copier room.