

Instructions for Ushers

Before the service

1. Before the earliest service, get the beige handled bag (with soft pew cushions) and wicker basket (with shawls for extra warmth) from the sacristy.
2. Take note of materials to be handed out, e.g.
 - Service programs / bulletins (make sure they are for the current service)
 - Children's bulletins & crayons
 - Paper communion cups
 - Seat cushions and shawls for those who ask
3. If you will need help carrying the bread, wine and water to the altar at the offertory, ask someone in the congregation to help.
4. If the church is getting full, keep aware of areas with several empty seats and assist late arriving groups in finding them. At no service, no matter how full the church is, should chairs be placed in the aisles of the nave. This is dangerous as well as illegal. Overflow attendees should be directed to seating in Brackenridge.
5. If you notice anyone who might have difficulty getting to the altar rail for communion, such as someone with a wheel chair or a walker, ask them if they would like to have communion brought to them.
6. The pre-service time is traditionally a time for silent contemplation and ushers are asked to help maintain that silence by serving as a model for others. Speak quietly when you greet worshippers, and save lengthy conversations for after the service.
7. Do not seat latecomers during the lesson or during Prayers of the People but wait to avoid disturbing others.
8. Leave back doors open during the service, as well as at least one of the doors near the pulpit.

During the Service (note no music at 8 AM service)

1. **During the Announcements.** This is usually the best time to count the number attending. Count everyone including the choir, organist, clergy and yourself.
2. **After the Offertory Sentence.** If there is an offertory anthem, wait until the choir starts singing before beginning the collection.
3. Take the alms basins to the front pew, and then proceed to collect the offering. Go down the aisle in tandem with your partner.
4. At 8 a.m. service, make sure the deacon or priest is ready to receive the gifts before heading toward the altar. At 9 and 11 a.m. services, there will be a Presentation Hymn after the choir anthem. Start walking when the hymn starts.

5. Present the acolyte with the bread, then water and wine, and finally the alms basins. Note, ushers should hold the wine and water by the handles and the acolytes should grasp the body of the cup. Then return to the back of the church.

During communion

1. Right after the priest says “The gifts of God for the people of God”, come forward to direct people up to communion. If there is one usher, the usher should stand at the step to assist anyone who needs a hand up or down.
2. If you have a visitor sitting in one of the front pews on the left side, you can direct them to walk up on the right side of the aisle.
3. Try to keep the end of the communion line between the first few pews and the steps going up to the choir. The left row should precede the right row up the aisle.
4. When you come forward to receive, inform the priest or the deacon of anyone who wishes to have communion brought to them.

After the Service

1. Open the outside doors, weather permitting. The inside back doors of the church (and at least one of the doors near the pulpit) should remain open during the service.
2. Check to see that there are two Prayer Books and two Hymnals in the bookracks in each pew.
3. Remove and recycle all the bulletins in the sacristy. Remove other items left in the pews, books or bookracks.
4. If the Altar guild or acolytes have not already done so, take the alms basins from the Altar into the sacristy.
5. After the last service, return the beige handled bag that holds the soft pew cushions and the wicker basket with the shawls to the sacristy.
6. Collect the money in the Good Cents box by the steps up to the choir area.
7. In the sacristy, there is a blue cloth bag, a ziplock “Good Cents” bag and a small form for each service. Record on the form:
 - Number attending the service
 - Amount of cash in the collection
 - Signatures of both ushers
6. Place the form, the collection and the Good Cents money into the bag, and put the bag into the repository (safe) in the sacristy.

Outdoor Service

Calvary sometimes has an outdoor service in the summer. Here are additional jobs that need to be done by ushers at the outdoor service. The first two items should be done first, so the Altar Guild person can dress the lectern and tables appropriately.

1. Move the credence table from the church to the garden. This is the small table at the back & to the right of the altar. It will be used as an altar in the garden so should be placed on the paved path at the front of the congregation.
2. Move the wooden lectern from Crawford to the paved path in the garden. It goes to the right (when facing the congregation).
3. Move the "Good Cents" table from the church to the garden. This is the small table on the right as you're going up the steps to communion. In the garden, this table goes about 10' to the left (when facing the congregation) of the altar, on the paved path.
4. Move a 3rd small table to the garden, to the back of the congregation, since it will be used to hold the communion bread, wine & water and collection plates until they're taken forward at the offertory. You can use any small table that you can find. There is often one at the top of the stairs on the north side of Brackenridge Hall.

Funeral Service

Ushers will need to mark the pews that will be used for family seating. The 'heavy' long red cinctures (cords) which are stored in the back of the acolyte robe closet can be draped over the main aisle pew ends to indicate reserved (family) seating. This may be done for any number of pews on either side of the aisle. Ushers would remove the cords just before the family sits down. (In the past, there were two small markers which hung over the pew backs. But these were difficult to see and often overlooked.)

Calvary Usher Instructions.doc

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