

Church of the Good Shepherd
Usher Guidelines, 2021
8:00 service
(revised June 2021)

Ushers are ministers of hospitality.
Please welcome and assist all worshippers with particular attention to visitors.

Scheduling and Substitutes

- When you receive the monthly schedule, mark your calendar.
- A volunteer will call the week you are to serve to remind you.
- You are responsible for getting a substitute if necessary. Please call the church with the change so it can be properly listed in the weekly bulletin. The schedule is also on the website if you need to reference it.

Before the Service

- Please arrive 20 minutes before the service.
- When you arrive at the church:
 - Be alert in terms of hospitality, neatness, needs that might arise, emergencies, and possible over-flow situations
 - Note the locations of the fire extinguishers.
 - check to see that all lights are on
 - Walk through the nave to make sure books are in order and there are no stray papers in the pews; put kneelers up, and see that all is ready for worship.
 - if needed, use the carpet sweeper (in the sacristy) on the carpet
- We are all still wearing masks, and there is a box of them on the table with the bulletins. Please kindly remind people that masks are required.
- Bulletins will be on the back pew or on the table in the coat area
- If there were not enough bulletins for the service, put a note on Ellen's desk saying, "We ran out of bulletins; could have used XX more."
- Children bags and bulletins/crayons are to be given as children enter.
- During inclement weather, help people with coats and umbrellas (before and after the service), and as needed.
- Seating latecomers
 - as you kindly greet late-comers, politely ask for them to wait for the right moment to be seated. The idea is to be welcoming and to limit interruption during worship.
 - if during the procession, ask people to wait until altar party has reached the altar rail unless there is a clear opening in a back pew
 - if during the service, (and unless there is a clear opening in a back pew) ask people to wait until after a reading is complete, and then, during a psalm, or the sermon or some other natural break, lead them to a seat

During the Service

- Be watchful for needs and emergencies
- be sure to close the door after the procession of the altar party.
- At the sermon, count the number of all children and adults, including the organist and entire altar party.

- As the announcements begin, be prepared to present a "goody bag" to each visitor (1 per couple, 1 for singles) who stand. (Bags for visiting children would have been given as the service begins.)
- As the priest gives the offertory sentence ("Walk in Love...or "Ascribe to the Lord...or "God loves a cheerful giver") pick up the plates from the back of the church and begin the collection from the back to the front/altar
 1. when you get to the front, pass the plates to the altar server
 2. give the attendance number in writing or verbally to the server who collects the plates
- As needed, communicate any need for communion taken to those in pews.
- Close the rail and place the kneeler in place. Return to the back of the church.

Directing people to the communion rail

- At the end of the Eucharistic prayer, as the priest gives the invitation, "The Gifts of God for the people of God," stand and come forward and start 'releasing' people to receive communion. (No need to wait on the altar party to receive communion.)
- Facing the altar, begin communion ushering from the right side.
- We will have 2-3 communion stations at the altar rail; direct people to an open station, and be mindful of flow and traffic and timing.
- Be mindful and helpful to anyone needing help up and down the stairs.
- Watch flow of traffic so that there are always people prepared to go forward.
- Ushers receive communion last, then open the rail and move the kneeler.
- If there is someone who desires communion and is unable to go forward, after you receive communion, whisper the information to the priest and lead him/her to the parishioner.

Following the Service

- As the priest says the dismissal, open both doors and be prepared to assist those who need help getting down the stairs.
- Offer information or supplies as needed as people leave church. That might include "Day by Day," special schedules, grocery bags, etc., to parishioners.
- As needed, politely encourage parishioners to move outside to visit with one another so that preparations for the next service can proceed.
- After the service,
 - Tidy up the pews.
 - Return kneelers to the upright position.
 - Arrange Prayer Books and hymnals in racks (hymnals on the outside, prayer books in the middle).
 - Pick up bulletins for the next service as needed.

**Give thanks to God for the privilege of serving Jesus Christ
through the ministry of hospitality.**