

Emmanuel Episcopal Church Usher Guidelines for Holy Eucharist, Rite II (Sunday, 10:30 AM) Service

Thank you for volunteering to serve as an usher for the Holy Eucharist, Rite II (Sunday, 10:30 AM) Service. In order to present a positive image for our parishioners and newcomers, it is requested that ushers use the following guidelines when performing duties. The suggested guidelines, outlined below, are not carved in stone. Captains have been designated for each service to assist as well as delegate responsibilities. Suggestions are welcome.

I. BE THERE

Your attendance along with the following guidelines are paramount in making the Holy Eucharist, Rite II (Sunday, 10:30 AM) service work correctly. Unfortunately in the past, we had ushers scheduled to serve yet not do so nor bother to find a substitute. This creates an unnecessary hardship not only on the service to work correctly but for others on the usher roster to unfairly leave their pew and substitute. When ushers are unable to make their assigned scheduled date, he or she is simply requested to obtain a substitute using the Rite II Service Usher Roster provided at <http://www.emmanuelathens.org/> .. Should an usher not want to continue to serve as an usher any longer at the Rite II service, it is his or her duty to please notify Rite II Service Usher Warden Curt Collier at their earliest convenience. No hard feelings. At Emmanuel, we just want to make sure those scheduled to serve uphold their duty to do such or find a substitute in advance.

It is the responsibility of the Captain for the scheduled service to jot down the name of the individual(s) who did not show up to his or her scheduled date to serve without prior notification of at least 48 hours to the Captain for the scheduled service with the name of the substitute to serve. Should such a situation arise, the Captain of the scheduled service is asked to notify the Rite II Service Usher Warden Curt Collier via e-mail at HarrisIV@BellSouth.Net the name(s) of the individual(s) who did not serve on the date they were scheduled to do such or simply write the information (date and name of individual(s) down on a piece of paper and place it in the Usher 'cubby hole' box located in the partitioned room located between the sanctuary and the parish office.

II. BEFORE THE SERVICE

- a. Please arrive at the church no later than 10:10 AM.
- b. The usher should place the ribbon laced medallion around his or her neck, indicating he or she is serving as an usher. These are located in the Ferguson Memorial chest at the back of the sanctuary, more specifically inside the door on the right side when facing the chest.
- c. Make sure both sets of front doors in the vestibule to the outside are open, but please keep vestibule doors to the sanctuary closed at all times. Particularly if the weather outside is extreme (too hot, too cold, gusting winds, etc.), it would not be a bad idea to close the doors in the vestibule to the outside during the service.
- d. The first usher to arrive should be stationed at the Ferguson Memorial chest to hand out the service bulletins. At the time the second usher arrives for duty, it is recommended that at least one usher is stationed in each of the two vestibules to hand out the service bulletins, which can

be found on top of the Ferguson Memorial chest. From time to time, the Welcome Committee will have volunteers stationed in the vestibules to greet and are willing to help hand out service bulletins. Furthermore, a third usher should be stationed at the front of the sanctuary at door to the hallway going towards the parish office prior to the beginning of the service in order to greet worshippers and pass out the service bulletins.

III. DURING THE SERVICE

ATTENDANCE - Take attendance at the time the congregation stands up to sing prior to the Gospel (which usually occurs around 10:40 AM – 10:45 AM) by having two ushers do a head count as they walk down the outside aisles between the sanctuary wall and pews. Also, one usher (typically the one who counts on the Lectern side) should go count those (both children and adults) in the Nursery, Catechesis of the Good Shepherd/Children's Chapel which traditionally occurs upstairs in Christian Connection and the front of the Music building (younger children) to take attendance. Furthermore, please take a count of members of the choir and altar party (including clergy and acolytes) during the service (Sometimes, it's easier to do the count of the choir and altar party as they proceed to the front at the beginning of the services or when they proceed to the back at the end of the service). Fill out the attendance report located in the Ferguson Memorial chest at the back of the sanctuary. Place the completed report in Father Robert Salamone's 'cubby hole' box located in the partitioned room located between the sanctuary and the parish office. **IMPORTANT:** This is a significant part of the service where attendance records are imperative for budgetary allocations to our parish from The Arch Diocese of Atlanta and the Episcopal Church.

THE OFFERING – At the conclusion of announcements, four ushers should be positioned at the back of the sanctuary in two rows of two, with each holding offering plates which can be found on the Ferguson Memorial chest. When the rector or associate rector states, "Let Us Go Forth in Peace," proceed to the front of the sanctuary where the front two ushers will proceed to the outer walls of the sanctuary upon making their way to the front pews to collect making their way to the back as they collect the offering, leaving the back two ushers who will proceed to take collection from the centre (inside) aisle making their way to the back as they collect the offering. When all four ushers are at the back of the sanctuary, two of the ushers should be in place to take the offering collection (each holding two offering plates) followed by two ushers who should be in place to take the elements for communion (which can also be found on the Ferguson Memorial Chest) to the altar. They should follow the Verger and the three acolytes to the Altar at the appropriate time deemed by the Verger.

COMMUNION – To say the least, this is a critical part of the service which requires our valued ushers to stay focused to make sure the Communion goes smoothly and efficiently. Please take the following steps to help guide parishioners to communion to insure a smoother flow without as much cross-traffic:

1. Two ushers should proceed to the front of the sanctuary (one for each side) via the two outside aisles to the three pews located in each of the transepts (two side wings).
2. **IMPORTANT...** As soon as the choir has stood to walk to the two communion stations (if there is a choir present), the parishioners who are seated in the three pews located in each of the transepts (two side wings) should **IMMEDIATELY** be directed to the communion stations. This is important because it makes sure the altar party does not have to idly wait between the time the choir takes communion and the time it takes the parishioners to do such.

3. The two other ushers should then guide parishioners in the back row of pews to go first then work their way to the front. **IMPORTANT...** It is absolutely imperative to make sure there is continuous line from the altar to at least the third row of pews in order to prevent any one who has already taken communion sitting on the pulpit side of the sanctuary from cutting across in front of those waiting to take communion, which would in turn slow the communion process.
4. Please notify someone in the altar party of those who are unable to leave their seat to take communion.
5. The ushers should then take communion if they should desire.

IV. AFTER THE SERVICE

- a. It is important that all ushers pick up all bulletins and children's packets from the pews and Ferguson Memorial chest. Also, please place any books on the seats of the pews into the book holders in front of them. Once this is done, please place the bulletins in the recycling bin located in the partitioned room located between the sanctuary and the parish office. The children's packets should be placed into the baskets from which they originally came.
- b. Please place the ribbon laced medallion from around his or her neck back into the Ferguson Memorial Chest from where it was found.

Thank you for your interest and participation as an usher. Should you have any questions or concerns regarding our duties, please let Rite II Service Usher Warden Curt Collier know. Our duties are not too detailed, but they are important and assist in making the worshipping at Emmanuel a worthwhile experience.

The parish and I greatly appreciate your assistance! Please contact me if you should have any questions or concerns.

Your Obedient Servant,
Curtis Harris 'Curt' Collier, III
Usher Warden - Eucharist, Rite II Service
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