

# 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 have 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 [www.Emmanuel-Athens.Org](http://www.Emmanuel-Athens.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.

## 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. Insure 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. At least two ushers should be stationed at the back of the sanctuary at the doors to the two respective vestibules and one at the front of the sanctuary at door to the hallway going towards the parish office in order to greet worshipers and pass out the service bulletins, which can be found on top of the Ferguson Memorial chest.

## III. DURING THE SERVICE

- a. **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 should go to Children's Chapel which traditionally occurs in Christian Connection (younger children) and the parish parlour (older children) to take attendance. Furthermore, please take a count of members of the choir and altar party (including clergy and acolytes) during the service. Fill out the attendance report located in the Ferguson Memorial chest at the back of the sanctuary.

We have unfortunately had situations in the past where ushers scheduled to fulfill their duty have not shown up nor made the effort to find a substitute. As a result, 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 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](mailto: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 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.

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.

- b. **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 music starts, proceed to the front of the church 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) and two ushers should be in place to take the elements for communion (which can also be found on the Ferguson Memorial Chest) to the altar. Usually, there will be a child to take the offering collection from Children's Chapel. If the child wishes, he or she may walk with the ushers to the altar. Once the offering collection and elements for communion are presented at the altar, the two ushers who have taken the offering collection should proceed to the right through the door to the organ towards the Sacristy Room to do the Bank Deposit. The two to four ushers who have presented the elements for communion should exit to the left with the child and take him or her to their respective parent(s), then station themselves in the back of the sanctuary to help guide parishioners to communion.

- c. **BANK DEPOSIT – Beginning 25 February 2007**, two members of the Vestry are scheduled for each Rite II service to handle the bank deposit. The ushers for the Rite II service will present the collection and elements to the members of the altar party (usually acolytes), then exit to the left when facing the altar to help guide parishioners to communion. The lay minister or acolyte will then present the deposit to two members of the vestry who will be stationed in the sacristy room. The two vestry members will then follow the guidelines already in place with regards to the deposit, including the collection from the Rite I Service. The only times ushers will have to handle the deposit is because they are already member of the vestry or if there are not at least two vestry members for the service to handle the deposit. Should there be a situation where a vestry member misses his or her scheduled time to serve with regards to the deposit, the usher captain should then be asked to find support from the usher ranks to fill in for the one or two vestry members missing. Should an usher have to fill in for a vestry member, he or she should read the following guidelines:

Once the one or two ushers who are substituting for the missing vestry member(s) have presented offering collection at the altar, he or she should head towards the Sacristy Room by the organ. An acolyte will bring the collection to these ushers. The two usher or vestry members are to take the offering collection into the Sacristy Room. Upon placing the offering collection on the centre table, they are to open the top drawer of the chest (located on the wall opposite the window). There, they will find the locked traditional cloth zip bank deposit bag with the offering collection from the Rite I (8:30 AM) service as well as a transparent bank deposit bag and the bank deposit forms. The two ushers should place these on the centre table as well. The key to unlock the cloth bank deposit bag is also located in the top drawer in the chest (located on the wall opposite the window). Please keep in mind the keys are numbered to match the bags with the same numbers.

The two usher or vestry members should then separate the cash (currency and coins), checks, and other miscellaneous items (any envelopes, pledge cards, welcome cards, etc.) and make three stacks of the following: cash, checks and miscellaneous items. From this point they should:

- (1) Count the total amount of currency and coins,
- (2) Fill the deposit slip along with the amount of cash,
- (3) Take the currency and coins and place it in the top pocket of the transparent bank bag,
- (4) Place the top (white) deposit slip and place it in the bottom pocket of the transparent bank bag, then
- (5) Seal both pockets of the transparent bank bags by removing the strips at the top of both pockets and pressing down on these areas to create a seal.

The two usher or vestry members should then take the checks, miscellaneous items and bottom (yellow) deposit slip, and neatly place them in the traditional cloth zip bank bag, then lock with the key and place the key back in the top drawer from which it was found. The two usher or vestry members then should take the two bank deposit bags (sealed clear, zipped and locked cloth bags), lock the Sacristy Room (Ask Curt Collier for details.), then drive to SunTrust Bank located down the street from the parish at 1022 Prince Avenue. The night deposit box is located at the back of the bank on the left just before the drive-thru teller windows. Open the night deposit box then place both bags in the slot and close it. It is a very good idea to open the night deposit box again to make sure the bags are no longer in the slot. Then proceed back to Church and go to the sanctuary. IMPORTANT: For security purposes, there should be no less than two ushers handling the bank deposit in the Sacristy Room and taking the deposit to the bank.

- d. COMMUNION – Effective 11 February 2007, the two or hopefully three ushers who are to help guide parishioners to communion are asked to do the following to allow 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. 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.
  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. It is advisable to make sure there is continuous line from the altar to at least the third pew 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.

Should there be a third usher there to assist with communion, he or she is asked to stand between the front row of the lectern side and the lectern itself to direct parishioners to the back via the outside aisle on the lectern side. This will help avoid any cross traffic between those who have just received communion (particularly those seated on the pulpit side) with those who are about to receive communion standing in the centre aisle.

#### IV. AFTER THE SERVICE

- a. 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 take the bulletins and

children's packets to the parish office and place them either on the floor on the right wall of the office away from foot traffic or place them to the right of the doorway of the office away from foot traffic, depending if the office is unlocked.

- b. Please place the ribbon laced medallion from around his or her neck back into the Ferguson Memorial Chest from where it was found.
- c. Please make sure both front doors between the vestibule and outside are closed and locked, as well as turning of vestibule lights, after all the parishioners have exited the sanctuary. Unless advised otherwise, the altar guild will turn off the lights to the sanctuary, where the light switches can be found to the immediate right wall upon entering the hall from the sanctuary towards the parish office.

Thank you for your interest and participation as an usher. Should you have any comments 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 worshiping at Emmanuel a worthwhile experience.

Many Thanks to Father Robert, John Becker, Bill Connerat, Bob Gregory, Melissa Fulcher, Robin Krause, Jerry Manning, Don Schmidt, Jay Shinn, Johnny Terrell, Tom Williams and Blue Wood for their assistance in setting these guidelines.

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

Your Most Obedient Servant,

Curt

Curtis Harris 'Curt' Collier, III

Usher Warden - Eucharist, Rite II Service

HarrisIV@BellSouth.Net, Home 706.353.3251, Facsimile 706.353.6193, Mobile 706.540.9062