

Sunday – 8:30 AM Service
(Rev 7 June 26, 2008)

Emmanuel Episcopal Church

Usher Guidance

Thank you for volunteering to serve as an usher for the 8:30 AM Sunday service. In order to present a positive image for our parishioners and new comers, it is requested ushers use the contained guidelines when performing duties. The guidance outlined below is not all-inclusive and suggestions are welcomed.

I. Before the service

- a. Please arrive at the church by 8:10 AM**
- b. Insure both sets of front doors are open.
- c. Check the public address system to insure it is on and functioning. **Do not adjust**, but seek assistance from Father Robert if required.
- d. Check thermostat to insure the temperature is appropriate.
- e. Insure bulletins are provided for the altar party on the lectern, altar, pulpit, and the organ.
- f. Greet worshipers at the back of the church and pass out bulletins. After the service starts, please try to **insure latecomers proceed to seats between worship events.**

II. During the service

- a. Remain at the back of the church to assist latecomers until the beginning of the sermon. Sit near the back of the church during the sermon.
- b. Offering:** Use offering plates from credenza at back of church. Use both the center and side isles if necessary to collect. Take the offering to the altar when the Doxology starts. Be alert for infirmed communicants requiring communion at their pew and inform the celebrant. After presentation leave the altar by returning down the aisle or through the side door. **Do not close the altar rail gate as has been done in the past.**
- c.** During Communion, be the last to go to the altar rail. As the line for Communion wanes, guide communicants to both altar rail sides.
- d. At the conclusion of Communion exit left returning to the back of the church, closing doors as you leave.

III. After the Service

- a.** Fill out a blank attendance report located in the “Ferguson Memorial” chest. Place the completed report **in the Rector’s mailbox.**

- b. Collect bulletins from the pews. All 8:30 bulletins, should be discarded in the waste paper basket located the church staff mailbox area.
- c. Ushers for the 8:30 a.m. service are no longer responsible for sorting or counting money.

When ushers are unable to make their assigned scheduled date, he/she is requested to obtain a substitute using the attached usher roster. Please advise Melissa Fulcher (706-543-1294) to allow her to appropriately note the change in the bulletin. Contact Butch Bush if difficulty arises in obtaining a substitute. (706-543-4319)

Our duties are important and assist in making worshiping at Emmanuel a worthwhile experience. Should you have any comments for improvements regarding these duties, please let me know.

I appreciate your assistance .Contact me if you have any questions.

Sincerely,

Butch Bush
Usher Coordinator-8:30 AM
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