

USHER



1

Check the hymn board against the bulletin and correct if necessary. (Numbers are in the drawer on the far right in the working Sacristy which is the room behind the hymn board.)

2

In the back of the church, confirm the book is there to record the count. The count should be taken before communion, and should include the choir, assisting ministers, acolytes, pastor and organist.

3

During the service at the time of the offering, ushers come forward to receive the offering plates from the acolyte and collect the offering. During the offertory hymn and after the offering has been collected, one usher brings the elements (wine flagon and bread located on small table in the back), and the other brings the collection forward. Give the elements to the acolyte first, then the offering plates. Return to the back of the church. (**Please note:** The first Sunday of the month, please close the gates around the altar before communion distribution at the end of the communion liturgy ... for all is now ready.) (Be sure the Pastor, Vicar/assisting minister and acolyte are inside before closing the gate.) After the words for all is now ready, come forward and guide people to receive communion. Try and control the flow of 6-7 people in line at a time. On the first Sunday of the month fill in all the spaces around the altar rail.

4

When serving at the early service communion is done beginning with the left side and then the right and transept looking towards the Good Shepherd window.

For people who wish to commune at their seat, please stand next to the pew where they are seating and let the pastor know that there are some people who wish to commune in their seats.

After the service, please clean up the pews.