

Guidelines for Ushering at Trinity Church Solebury

The Usher's Role at Trinity Church:

First and foremost: Make all attendees feel welcome!

- * Keep door to the sanctuary closed.
- * Welcome people in the narthex and then open the door for individuals.
- * Distribute service bulletins at all three services.
- * **Distribute children's bulletins when appropriate.**
- * Help seat anyone who may need assistance.
- * Take the collection.
- * Take the attendance count at the **Creed. Count everyone!**
- * Guide attendees through communion.
- * Identify and notify the priest of anyone who may need communion in the pew.
- * Help those who may need assistance during the service.
- * Straighten the sanctuary after the service.

WELCOME:

Greet and make all attendees feel welcome. This seems obvious, but it is something that we should never forget. “Welcome All People” is our motto, and we should express that sentiment to all attendees.

Distribution of Bulletins:

Ushers will distribute the bulletins at **all services**. Two ushers will be at the entrance to the sanctuary. At 9:15, an additional usher will be assigned to the balcony.

Children’s bulletins should be distributed when appropriate. (9:15 service)

Offer Large Print Bulletins.

SEATING:

You may be required to help an attendee down the aisle or to help with a wheelchair bound attendee. Remember the theme of “Welcome All People.” Make sure that any assistance that may be needed has been offered.

Seat late attendees during: the **Gloria, Hymns, Sermon, and Creed**. **Do Not Seat** during moments of **silence!**

Ushers should encourage attendees to fill the front rows.

When attendees arrive late, ushers should walk down the aisle pointing out seats. Don’t be bashful about asking participants to move in.

ATTENDANCE:

Attendance is very important! Take attendance at the Creed, counting EVERYONE in the sanctuary. Record this information on the sheet provided.

RECORDING THE SERMON: (9:15 Service Only)

Before the sermon begins, the balcony usher should push the “**Play & Record**” buttons simultaneously to start the tape recorder.

After the sermon, turn off the tape recorder.

COLLECTION:

At Holy Eucharist--The collection is taken after “The Peace” and the announcements.

At Morning Prayer--The collection is taken after the homily.

The balcony usher (when present) proceeds down the bell tower stairs to the sanctuary entrance prior to the acolyte coming forward.

The priest will say a prayer similar to: “Walk in love as Christ did and gave himself as perfect sacrifice for us.”

The acolyte will bring the collection plates to the front of the altar.

As the acolyte is bringing the collection plates forward, the ushers proceed from the back of the sanctuary to the front to accept the plates. When present, the balcony usher is in the front of the other two ushers.

The balcony usher takes a collection plate and starts walking up the stairs to the balcony.

The “main floor ushers” each take a plate and start the collection at the front of the church proceeding to the back, one usher on the left and the other on the right.

The balcony usher starts the collection at the right front side of the balcony.

Pass the plate down each row. At the end of the row, the plate will be passed back to you. To the best of your ability, do not let the plate be passed to the next row by a member of the congregation.

Work your way to the back of the church, row by row.

“Main floor ushers” should wait in the back of the sanctuary.

The balcony usher proceeds to the back of the sanctuary via the inside stairway and waits there with the other ushers.

When the anthem is completed (9:15 and 11:30):

“Main floor ushers” at 9:15—The usher on the left takes the basket for the Lambertville Food Pantry.

Ushers should proceed down the aisle with the collection plates and the food basket. The food basket should be placed on the left side of the altar.

The acolyte collects the plates.

After the plates are blessed by the priest, the ushers should move the kneeler to the center of the communion rail in front of the altar.

Usher in unison should bow, turn inward, and then proceed down the center aisle of the church.

COMMUNION:

The priest prepares the gifts.

The clergy receive first, then acolytes, chalice bearers, and then choir.

During this time, the “main floor ushers” proceed to the front rows of the sanctuary one on the left and the other on the right. The balcony usher proceeds to the front right pew near the stairs to the balcony.

The ushers will proceed back down the aisle, releasing each side. The right pews will proceed down the right side of the aisle, and the left will proceed down the left side of the aisle.

It is very important the people are always waiting in line on each side and therefore keeping a “good flow” for communion. As each participant receives, they are to return to their seats by the outside aisles.

The balcony usher begins to releases attendees as the line diminishes at the front of the main aisle.

The usher from the back of the church now moves to the right side of the church (between the window and the bottom of the stairs). He/she will now direct traffic from this location.

If this is also a Healing Service, the usher at the bottom of the stairs will have participants for healing line up along the wall.

Communicants from the balcony will return to the back of the church by the nearest aisle and go out sanctuary and return to their seats by the bell tower stairs.

After the Head Usher has taken communion, he/she should inform the clergy of anyone who may require communion from the pew.

After the ushers have received communion, they should return the kneeler to its original position on the right side of the rail.

Ushers in unison should bow, turn inward, and proceed down the center aisle.

AFTER THE SERVICE:

Collect service bulletins left in the pews.

Return kneeler to an upright position.

Place all prayer books and hymnals back in their holder. (Hymnal on the left, Prayer Book on the right).

Straighten the table in the narthex.

EMERGENCY PROCEDURES:

One usher should remain with the individual in crisis.

Another usher should call 911 for emergency assistance

