

CUSTOMARY FOR USHERS

SAINT THOMAS OF CANTERBURY EPISCOPAL CHURCH TEMECULA, CALIFORNIA

While everyone in the congregation is part of the Church Family and, as such, is encouraged to interact with individuals and groups attending worship services at Saint Thomas of Canterbury, the Ushers have a very important role in showing hospitality. Following the welcoming by the Greeters, the Ushers also greet worshippers by providing them with whatever hand-out material is appropriate, including Sunday Bulletins, Bulletin inserts, and, at the 9:30 am service, musical instruments. The following procedures will be helpful to understand the role and procedures for Ushers.

PREPARATION:

- ◆ On the day of the service, please arrive at the church no later than twenty minutes prior to the beginning of worship. Become familiar with the hand-out material and make sure that the church is free of any extraneous items, such as trash, personal items left by previous worshippers, etc. Straighten the chairs, as necessary. Close the double doors into the sanctuary about five minutes before the service is to begin. If the Altar Guild has not already done so, select two oblationers from the congregation to bring up the bread and the wine at the Offertory. On Children/Youth Sundays (generally the fourth Sunday of the month), please select two children/youth.

RIGHT BEFORE THE SERVICE:

- ◆ Greet each person arriving and distribute the hand-out material, as appropriate. For services that include Sunday School, when there are School-aged children and youth present, please make sure that they are aware of the location of the classes.
- ◆ Introduce yourself to anyone unknown to you. If someone does not have on a name tag, please inquire about it.
- ◆ If anyone seems hesitant to be seated, offer assistance.

DURING THE SERVICE:

- ◆ Maintain an accurate count of everyone in the building during the service, even if at that particular moment they may not be in the church. This includes everyone: Adults of all ages, Youth, Children, toddlers, and infants.
- ◆ Be attentive to individuals who may be showing special needs, for example: confusion, coughing, physical assistance, etc.
- ◆ Follow everyone who leaves during the service to ensure that their needs are met. This may include someone who needs to know the location of the restrooms.
- ◆ The Collection and Oblations are brought forward at the Offertory.
- ◆ Communion: Direct the congregation to receive Holy Communion as appropriate. After you have received communion, stand near the chair(s) of those who will be having communion brought to them.
- ◆ Assist with any late arrivals

AFTER THE SERVICE:

- ◆ Clear any extraneous items from the seats; return hymnals/prayer books to their proper place

2

◆ Deal with the collection and other moneys. Use the reusable manila envelopes.

Revised: *November 2008*