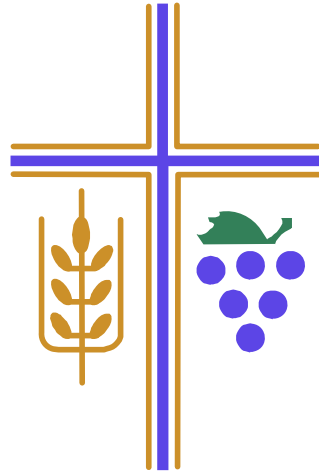


USHER MANUAL



**All Saints Episcopal Church
Winter Park, Florida**

Revised: February 2010

Ushers are an essential part of the worship team for Sundays and major feast days. Your support is vital to the smooth flow of our worship services, and we appreciate your commitment to this important ministry.

Please see this ministry as one of welcoming people into God's house of worship. Your greeting will have a lot to do with visitor's impressions of our church. Thank you for your ministry.

1. GENERAL INFORMATION for all worship services

Preparation

- The Usher in Charge, or team leader, is indicated by an asterisk next to his name on the schedule. The Usher in Charge is to complete the Usher Report.
- If you cannot usher on the day you are scheduled, it is your responsibility to arrange for a substitute. Let your team leader know the name of the substitute.
- Arrive 20 minutes prior to the beginning of the service to make sure everything is in order for the service.
- Begin with devotion at the altar to prepare yourself spiritually before beginning your duties.
- Make sure the church is in good housekeeping order and that bulletins from prior services have been removed. Check that the doors are unlocked.
- Wear your usher nametag. They are stored in the rear of the church in the drawer. If you do not have a nametag, please notify the team leader to have one made for you.
- Bulletins and the usher report are in boxes in the Altar Guild ironing room marked for each worship service. Extra usher report forms are in the drawer of the small table at the back of the church.
- Check that there are enough alms basins for the service.
- When there are four ushers, station one usher at each of the side doors until the service begins. A warm greeting from you will enhance the worship.
- Prior to the start of the service, ask two parishioners to take the oblations (bread and wine that have been set on a small table by the Altar Guild) to the altar at the beginning of the offertory.

- Keep the doors to the church closed in order to conserve energy and protect the organ pipes. Open them fully immediately prior to the scheduled start time; then close the doors as soon as all of the processional party has entered the church.
- Note that in the church NO chairs are to be set up beside the pews; this is by order of city fire safety officials. In the event that the pews become filled, other arrangements must be made for the overflow.
- Shortly after the service begins, perform a count of the congregation, choir, and altar party. Record the count on a small piece of paper and place it inside the ciborium (container for communion wafers, located on small table at rear of church). This is let the celebrant know how much bread needs to be prepared.
- During the reading of scripture and prayers, do NOT seat any parishioners, remain standing in the back of the church during the reading of scripture. It is very hard to listen to the Word when people are being shown to a pew.
- Parishioners may be seated during the Gloria, the Psalm, and the sequence hymn.
- As soon as the celebrant begins the announcements, have several of the information packets ready to present to any first-time visitors who identify themselves. Packets are stored at rear of church.

Offertory

- At the beginning of the offertory sequence, the two previously-selected parishioners shall carry the bread and wine to the altar, walking ahead of the ushers who will carry the empty offering plates to the front of the church and begin the collection.
- The offertory procession occurs after the collection is completed and the offertory anthem is over. The banner bearer acolyte leads, followed by two ushers with the filled offering plates. Note that there may not always be a banner bearer (such as during Lent).
- On Food Sundays only, one additional usher will take the food basket to the altar, walking in front of the ushers who are carrying the plates. The food basket should be handed to the Sub-Deacon.

During Communion

- Please encourage people to come promptly forward to receive. If anyone is reluctant to go forward, touch them gently on the shoulder and say that the table is open to all baptized Christians.
- Please direct people in wheelchairs to the Epistle side near the door where the ramp is located. Assure them that communion will be brought to them.

- Note that the communion traffic pattern may differ slightly for various services.
- After the service ends, when the altar party and choir begin the recession out, open the outside doors.

After the Service

- Straighten the books in the pews as you pick up all the discarded bulletins. Raise kneelers.
- Place all discarded bulletins in the recycling bin located in the sacristy hall closet.
- Return name badges to proper location.
- After the majority of the congregation has left, be sure to close all outside doors so they are not left open between the services.
- The lead usher shall complete usher report, recording the attendance, sign it, and place it on the rightmost windowsill in the priest's sacristy immediately after the service is over.

2. EMERGENCY INFORMATION

- Fire extinguishers are located at the back of the church near the baptismal font, in the sacristy hallway, and near the elevator in the Thomas Center.
- A wheelchair is stored in the Altar Guild ironing room.
- A telephone is available in the Altar Guild sacristy.
- A first aid kit and smelling salts are found in the cupboard to the left of the sink in the Altar Guild working sacristy, also in the drawer at the back of the church.
- Place lost and found items on the shelf in the back of the Church; at the end of the service day, the sextons move any of the unclaimed items to the church office.

3. SERVICE-SPECIFIC PROCEDURES

7:30 AM – Church

- Normally, two ushers serve at this service.
- Make sure the podium and the guest book are outside by the main entrance of the church prior to the service.

- After the service and after the counters have removed the offering, the usher in charge should take the two offering plates to the back of the church so they are ready for the next service.

8:45 AM – Thomas Center

- Normally, two ushers serve at this service.
- Usher nametags are stored in the storage area beneath the building model.
- The Good News Daily, scriptures for the day and information packets are located on the piano just inside the entrance to the Thomas Center.
- After the service ends, immediately take the offering plate contents to the Priest's Sacristy.

8:45 AM – Church

- Normally, four ushers serve at this service.
- Alleluia Chapel:
 - As the sermon is ending, one usher shall go to the room where the Alleluia Chapel children's class is held to notify the leaders that it is time for them to prepare to come to join their parents in the church.
 - These children should then enter the church with their leaders sometime during when the announcements are being made.
 - Note that Alleluia Chapel is not held every Sunday.
- Communion:
 - During communion, the parishioners sitting in the Chapel area receive at the Chapel altar rail, guided by one usher.
 - All other communicants receive at the main altar rail.
 - After the Chapel area is served, that usher moves to the stairs leading to the main altar to assist any parishioners needing help on the stairs.
 - One usher is stationed at the bottom of the exit steps to the right of the altar, assisting with parishioners exiting from the altar rail.
 - The remaining two ushers operate as guides, standing in the main aisle and moving backwards past the pews to control the traffic flow forward.
 - If one side of the church finishes before the other, then traffic may be started from the rearmost pews on the remaining side.
 - Encourage communicants to continue filling the altar rail, so that there is no lag in the service.

- **Food Collection Sunday:**
 - The first Sunday of each month.
 - One extra usher carries the food offering basket in the Offertory procession, positioned in front of the ushers carrying the offering plates.
 - Carry the food basket to the main altar and hand it to the Sub-Deacon that is standing at the Altar rail.
 - After the service ends, move the food basket to the kitchen in the Parish Hall, remove the food items from the basket and place them on the counter.
 - All food donations should be moved from the back of the church to the kitchen in the Parish Hall.
 - The empty food basket should be returned to the rear of the church for use at the next service.

11:00 AM – Church

- Normally, four ushers serve at this service.
- Communion traffic flow is handled the same as in the 8:45 church service.
- On Food Collection Sundays, follow the same procedure as the 8:45 church service.
- After the service ends, move the podium and guest book from the porch back inside the church.

SPECIAL SERVICES – All Ushers

Since certain special services are at non-standard times, usher volunteers are needed to serve at these services and are coordinated by the appropriate Usher Team Leaders.

A detailed assignment list is as follows, denoting the responsible team and recommended number of ushers for each:

- **7:30 AM Team**
 - Christmas Eve, evening (6)
 - Christmas Day, morning (2)
 - Palm Sunday, early morning (4)
 - Good Friday, Stations of the Cross, evening (2)
 - Easter Day, sunrise (4)
- **8:45 AM Team - Church**
 - Christmas Eve, late afternoon, Thomas Center (6)
 - Ash Wednesday, early evening (2)
 - Thanksgiving, morning (4)

- **8:45 AM Team - Thomas Center**
 - Christmas Eve, early evening (4)

- **11:00 AM Team**
 - Christmas Eve, late evening (4)
 - Ash Wednesday, midday (2)
 - Maundy Thursday, evening (4)
 - Good Friday, midday (4)
 - Easter Day, 11 a.m. Thomas Center (2)