

## **Church of the Holy Apostles USHER/GREETER CUSTOMARY**

Thank you for participating in this important ministry! You are the “front line” of hospitality to those who join Holy Apostles in worship. It’s as simple as this: When the Ushers and Greeters carry out their tasks with love, people meet Christ here.

### **BEFORE THE SERVICE**

- Please arrive **promptly** at the Church no later than 20 minutes before the service begins.
- Ask the Rector if there are any special instructions for the service.
- Two ushers place themselves in the narthex. The other two place themselves in the connector hallway to the parish building.
- Greet everyone coming in and offer each person a service leaflet.
- Offer the children’s service leaflets to all children coming in.
- If there are parents with infants or toddlers make sure they know we have a nursery(s) and where it is located.
- Find out who will be responsible for taking up the oblations. Make sure they are there. If not, you will need to find a replacement family or individuals.

### **DURING THE SERVICE**

- Help with the procession. Make sure the various people are in the correct order – especially the acolytes.
- Once the Church starts filling up, you are responsible for finding seating for latecomers – preferably using the side aisles. Please do not seat anyone during the procession, the Gospel reading, the Prayers of the People, or the Confession.
- The Count:
  - One usher needs to go with the children to Children’s Chapel. This person needs to count all of the children and teachers. This person also needs to count the children in the Nursery(s).
  - During the gospel hymn (after the children have left to go to children’s chapel) two of the other ushers will need to count everyone and record the count on the attendance sheet. Please be sure to include yourselves in the count.
- The Oblations and the Offering:
  - The oblationers should start down the center aisle as soon as the priest moves behind the altar.
  - If the oblationers have not carried the oblations to the sanctuary before, then the ushers will need to give them instructions on what to do.
  - The ushers will follow the oblationers down the center aisle. They should process, 2 by 2.
  - After the oblations have been presented to the Eucharistic Minister, an acolyte will hand the offering plates to the ushers. After receiving the plates, reverence to the acolyte. And then turn and walk back down the chancel steps.
  - The outside ushers will then go to the outside aisles.
  - The offering should be consolidated into one or two plates. The attendance sheet should be placed on the top of the plate.
  - Ushers should begin bringing the offering forward as soon as the Presentation hymn (usually the Doxology) begins playing. Do NOT wait for singing to begin.
- Prayers Of the People
  - When the Congregation begins reading the prayer list one usher will need to go and retrieve the teachers and children from Children’s Chapel. Another usher should stand at the door so that nobody enters the Nave early. When the Passing of the Peace commences the doors should be opened to allow the children to rejoin their families.
- The Holy Eucharist:
  - The ushers should ask anyone who may be physically limited if they would like to receive communion in their pew. If so, the ushers should tell the priest.
  - The acolytes will come forward to receive the elements first. The choir will come forward second.

- Two ushers are to be stationed at the top of the chancel steps to help anyone needing assistance in getting to the rail and to aid parishioners in knowing how to line up to receive (i.e.—beginning in the center and moving to the sides).
- The other two ushers release parishioners from the pews to come forward and receive communion. (It is better to have a short line of people waiting to approach the rail than to have an empty altar rail waiting on people to be released from the pews.)
- The ushers take Holy Eucharist last. They need to check for any crumbs that need to be picked up and returned to the Earth (i.e., throw them outside on the ground).

- The Dismissal

- **After the Service**

- After the dismissal, the ushers need to open the doors, greet all newcomers, offer them a visitors bag with bread, and ask if they have completed a guest card. If not, please encourage them to do so. Having a name and address allows us to follow up with them and increases the chance of them returning.
- Again, two ushers are to be stationed at the narthex and two at the entry door to the parish building.
- Please clean up the pews( return books to book racks – should have two hymnals and two BCP's).
- 11:15 – Please recycle the Scripture inserts (at least 50) by removing them from the bulletins and inserting them in the Bluegrass Bulletins which are located on the Usher's table in the hallway. This helps us manage the cost of the bulletins.