

## **Ushering at Christ Church**

Being an usher helps the service flow smoothly and ensures parishioners and visitors feel welcome. It is our *WITNESS* to share the joy of Jesus.

### **Before the Service**

1. Please arrive at least 20 minutes early (9:40am).
2. Check that lights are on and both front doors are unlocked (north and south vestibule).
3. Locate the bulletins.
4. Hand out bulletins when people arrive.
5. Hand out enlarged bulletins, as needed.
6. Greet everyone warmly and cheerfully.
7. Ask those who are handicapped if they would like Holy Communion brought to them.
8. If someone is in need of a hearing aid device, be sure to let them know they are available. Please collect the device after the service.
9. Have visitors and/or new people sign our guest book along with their address and phone number.
10. Offer assistance during the service to those who are unfamiliar with our Eucharist.
11. When children become restless explain we have soft toys in the back and child care is available during the school year.
12. During the Peace, please give the celebrant the congregational count, which you have taken during the reading of the lessons... Count all children, adults, choir, acolytes, clergy-everyone!

## **At the Offertory**

1. IMMEDIATELY after the Offertory Sentence has been said, PLEASE follow the Oblationers as they carry the bread and wine to the altar.
2. Take offering plates from the acolyte.
3. Collect the offering beginning at the first pew.
4. Once the celebrant is at the altar, bring the offering forward after the choir's anthem. (If no anthem is sung, bring offering to the altar immediately.)
5. Ushers are to help each parishioner up and down the stairs during Holy Communion.
6. \*\*During the service, if a stranger goes downstairs, please follow and check that "everything" is okay.

## **After the Service**

1. Encourage everyone to keep their bulletins/glad tidings and take them home!
2. Collect utilities envelopes, inserts, tissues, extra bulletins, and any garbage left in the pews.
3. Leave bulletins, etc. on the file cabinet outside the office door or on the desk in the office. Thank you!
4. \*Turn off all the lights\* Shut all windows and lock both front doors.

If you are not able to serve as usher, please call Amy at the office (570 2655035) and she will schedule another person. Please call if you have any questions.  
Thank You Very Much!