

ST. MICHAEL'S EPISCOPAL CATHEDRAL

GUIDE FOR SERVICE USHERS

Foremost, this is a ministry of *welcome*. Greet people as you hand them a bulletin; let them know they are welcome.

Arrival Time

- 20 minutes prior to the start of the service.
- Find and wear your name tag
- Place bulletins on service table, if not already there

Before the Service

- One Usher is at the main door, the other, at the Tower side entrance
- Greet people as they arrive and hand out bulletins
- Hand out Children's bulletins and crayon bags
- Direct people to the coat racks, if cold weather

At the beginning of the Service

- Choir, clergy and members of the Procession arrive in the Narthex
- Close main aisle doors after Procession is in the Nave
- Help late arrivals find a seat; they may enter at any time during the service, through side doors

During the Service

- Count all in attendance: worshippers, clergy, choir, processional members, children in Sunday School and Atrium – you will need to go up to the Choir Loft and down to classrooms
- Record attendance on orange sheets located on the service table. Place in Offering plate
- Ushers may sit and join the service, around sermon time

Collecting the Offering

- Following the "Peace" Ushers gather in the Narthex
- Pick-up the elements from the altar behind the Baptismal font. One person holds the chalice; the other carries the box with wafers
- Open the main aisle doors; wait at the entrance. Walk up the aisle when Offertory music begins. When you reach the Altar rail, hand the elements to an acolyte.
- A second acolyte will hand you Offering plates. If there are four Ushers, the first two step aside, and the next two come forward to receive plates. Number of plates equals number of Ushers
- Ushers turn and walk away from Altar. Two Ushers take the center aisle. If there are four, the other two go down the outside aisles. Be alert to people signaling they are not giving today
- Wait in the Narthex with the Offering and the food basket. When the acolyte raises the **brass plate**, you go forward with Offering and basket.
- Hand the Offering to the Acolyte, back up a couple steps to allow other Ushers to hand off the food basket. When the Offering is received, bow and then leave the altar, exiting on side aisles.

During Communion

9:15 am

1. Chamber Choir enters first, followed by the Ushers. Stand at either side of the Chancel steps, to direct parishioners to Communion stations, and to assist, as needed with steps
2. Congregation goes next
3. Sunday School and Atrium children take Communion last

11:00 am

1. Ushers walk to the front, after the Fraction Anthem. Stand at either side of Chancel steps, to direct parishioners to Communion stations, and assist as needed, with steps
2. Congregation goes first
3. Cathedral Choir goes last

- Keep people moving to Communion stations – never leave clergy waiting for people.
- Ushers close Communion by taking service last.

After the Service

Collect bulletins as parishioners exit; put in recycle trays under the Narthex pew

Check the Nave for bulletins, scraps of paper, lost items