

August 27, 2007
Church of the Resurrection
DUTIES OF THE USHER

ARRIVE AT CHURCH AT LEAST 15 MINUTES PRIOR TO BEGINNING OF SERVICE TO:

Pass out the bulletins prior to service, smile and greet newcomers. Invite them to sign the Guest Register.
Invite them to coffee hour. Assist them as needed.

Determine number of attendees, (Sanctuary and Leighton Hall [Sunday school]).
Check off families attending on prepared list and show total for both early and late service..

Ring Bell just before Service begins. (Two minute warning!)

Do not let anyone enter during opening prayer or interfere with the processional.

Keep the sanctuary doors closed during choir practice unless they are to be left open for some reason. Many folk like to sit in church prior to service for quiet meditation and conversation in the narthex is distracting.

It is usually more convenient for the usher to be seated at the rear/right side near the doors to assist latecomers with bulletins, etc.

During service, after announcements, have someone notify the Sunday School that the Eucharist is about to begin, then carry the Wine and Wafers up to the acolyte at the rail (at this time, give the acolyte a slip of paper with the attendance).

Collect the offering, then during the offertory anthem, wait at the back of the Church for the Acolyte to approach the rail, as he/she begins to move, carry the offering to the acolyte, (A child may carry the children's offering) then put the Altar Rail in place and return to your seat.

At the invitation to communion, *FOLLOW* the Choir to the first occupied pews at front of church where you will invite worshippers to the Altar Rail during the Eucharist by moving and gesturing.
(The object is to keep the Altar rail filled even if a few have to stand in the center aisle for a few moments).
(Approximately 12 persons can kneel on each side of the center of the altar). The choir does not receive communion alone, so begin moving people immediately.

You are last to receive communion, then remove the Altar Rail after the Eucharist is complete.

If necessary, open doors at rear of Sanctuary at the beginning of the recessional hymn.

If you are comfortable with doing so, remain at the rear of the Church and greet newcomers with invitations to sign Guest Register and join us for fellowship hour.

By volunteering for this ministry you have shown an awareness of its importance to the Church. If you cannot serve on the date you are scheduled, please notify Jim Rice (679-4249) or arrange to switch dates with another person on the list (all are in the Church Directory) so that we will have coverage.

THANKS BE TO GOD!!