

CUSTOMARY FOR USHERS

SECURITY

1. Keep the front doors closed and unlocked until the beginning of the announcements "Good Morning/Evening!". As announcements begin, release the "push bars" using the hex key and place in the **LOCKED** position. Ensure that the East and West doors are also in the **LOCKED** position.
2. Usher seats are available at the back of church, and **at least one usher** will remain there during the service, when you are not doing usher duties and will remain vigilant for and respond to latecomers and any emergencies.
3. **In Case of Emergency –get help!** Immediately call 911 on your cell phone first, then use the "0911" code on the alarm panel as a backup and inform the priest. Evaluate the situation, even if it is a simple fainting spell, get medical assistance right away. One usher should stay with the person while the other dials 911. Don't worry about disrupting the Service: saving life is more important.

General Practices

1. Scheduling is completed quarterly by the Usher Team Leaders for each of the worship services. Team Leaders will submit their schedules quarterly to the Parish Administrator. Please check the schedule carefully for your service times. If you cannot serve at a time you are scheduled, it is your responsibility to make arrangements for your replacement and then, notify the Church Office and Usher Team Leader as soon as possible, and only once a final change has been decided.
2. Please report early, about half an hour before the service is scheduled to begin. If possible, please verify if all Acolytes, Chalice Bearers, Greeters, and Readers are present. If someone is missing or you are uncertain, notify the priest.
3. Please refer to the **Usher Quick Reference Checklist** for details about your service as an Usher.

During Worship

1. **Counting Attendance:** BOTH USHERS, please count the ENTIRE CONGREGATION and then, reconcile the count for accuracy (please do not split sections). Count all people present in the church (include priest, altar servers, choir, Infants, and Bell Ringers). Accurate attendance counts are critical to our annual reporting to the Diocese and National

Church. **Record the count on the orange count slip and put on top of the Large Red book in the back. NOTE 9:30am Ushers: Please place the Sunday School Children AND Teachers count sheet with the Orange sheet when they return at the Peace. DO NOT add to the total count please!**

2. **COMMUNION DISTRIBUTION:** It is essential that there be no gaps in the lines to receive communion. Please invite parishioners in the farthest sections to form two lines when the priest says, “The Gifts of God for the People of God. Avoid gaps in the lines. See chart at the end of the customary for guidance. The choir when present will lead the lines.
3. **Nursery Care:** All children, of all ages, are welcome in worship! If a parent specifically asks for Nursery Care, please direct them to our Nursery Attendant who will be stationed in the nursery located near the Elementary Sunday School class in the office/parish hall building in Classroom 2. Youth Group activities are often available during Coffee Hour.
4. **Oblation Offerings:** After the offering is taken, and when the Offertory Anthem begins, please bring the gifts forward: bread and wine (on right facing altar) and offering plates on the left. Please step up on the altar platform and hand the wine and bread to the priest first, then the offering plates. Ushers will move to the floor level, reverence the altar, then return to their seats.

After the Service and Before leaving

Counting the Offering: Two unrelated ushers, will put the offering in their respective bank bags, take the offering to the Youth Room in the admin building, count cash, # of envelopes, # checks, complete the “St. Monica’s Usher Report” sheet, and drop report and offering into the secure mail slot in the Youth Class Room. NOTE: During summer months, the 9:30 am ushers also count the 7:45 am offering. **A key to the office building can now be found in the ushers’ drawer on a marked key fob. Please make sure you return the key to the ushers’ drawer after counting.**

USHER QUICK REFERENCE CHECKLIST

Upon Arrival

- Get a tag & usher badge
- Move name display & podium outside
- Ensure the sound system is turned on (Located inside the double door closet at back of church. Switch is on right side wall)
- Keep the front doors closed and unlocked until the beginning of the announcements “Good Morning/Evening!”. As announcements begin, release the “push bars” using the hex key and place in the **LOCKED** position. Ensure that the East and West doors are also in the **LOCKED** position.
- Check bathrooms for tidiness or any maintenance issues.
- Ensure collection plates & bread & wine are on entrance table.
- Check schedule & ensure all servers are present. Report missing servers to priest.
- Be aware of the location of first aid kit (in top drawer – usher table) and AED (On wall outside sacristy)

As Arrivals Begin

- Stand inside & pass out bulletins. If you are an usher/greeter (5pm and 11:30am), at least one usher will need to spend time outside as well: to welcome all worshipers, to encourage quests to sign the guest book, and to offer a name tag to guests.
- If needed help with wheelchairs, etc. A wheelchair is available inside the church near the men’s restroom.
- Identify guests and where seated. Seat them with parishioners with empty seats near them and introduce the guest. We are all “Ambassadors of Christ.”
- Direct parishioners (**when requested**) to Nursery Care in Administration Building (9:30AM only)
- Usher seats are available at the back of church, and **at least one usher** will remain there during the service, when you are not doing usher duties and will remain vigilant for and respond to latecomers and any emergencies.

At Readings

- As readings begin, each Usher counts total attendance (not separate by sections). Agree on and reconcile the count and fill out form. Accuracy is critical.
- Move to the back of the room near the doors when the priest walks to the baptismal font for the gospel. If someone comes in during the Gospel Reading, have them wait in back until after reading to find a seat

At Nicene Creed (Sunday School)

- At the beginning of the Nicene Creed (at “I believe in God the Father:), take the walkie-talkie outside and make the call to the Sunday School teachers. Let the Teachers know that it is time to return to the sanctuary.
- If no response, go to the classroom to verify if the message was received. Children/teachers must be back by “the Peace.”
- **As children/teachers enter sanctuary at “The Peace”, ensure they go to the altar to wait on the priest.**

At Offertory

- Ushers go to the front, reverence the altar, then proceed to received offering (front to back/outside in).
- As offertory music begins, gift bearers bring gifts & offerings. Bearers should step onto the platform and pass to the priest. Offering plate on left (facing altar).

At Communion

- At the words, “The Gifts of God for the People of God,” form both lines of parishioners to receive the sacrament. Start on the outside sections and back to front. Two lines must be formed at the same time. See flow chart.
- Direct parishioners to two lines around the back of the church to the front and then back to their seats.
- Please do not stop at the two front rows of chairs which meet in the middle aisle. Parishioners should form a continuous line all the way to the priest.
- The usher on the right side of the church will normally finish communion ahead of the other side. That usher should direct traffic from the Left side to both sides of the communion line as appropriate. Continue until everyone has received communion.
- Ushers receive communion after everyone else.

- Check for any parishioner wishing to receive the sacrament from their seat and let priest know when you receive the bread. After you receive the wine, please lead the priest to that person wishing to receive from their seat.
- NOTE: For funerals, family members are to receive communion first. Please direct them accordingly.

At the End of Service

- After the dismissal, open both doors.
- Move the podium and name display against the building for easy departure.

After Service

- Count offering first!
 - Put offerings in bank bag and take to office (obtain the key from the Ushers' drawer)
 - Buddy Count cash & # of checks in office workroom. Fill out forms.
 - Deposit bank bag in slot with \$\$ and form.
- Return to the church and place office key in drawer
 - Straighten out prayer books and kneelers and pick up & discard bulletins.
 - Move name display & podium inside (9:30 am disregard Oct – May for 11:30 am service).
 - Confirm all doors are locked.
- The Altar Guild should close up - turn off lights (black button on light panel) and reset alarm.
- Report any issues to the team leaders.

RECORDING NOTICE: At St. Monica's, in an effort to reach out to others and to provide another evangelism tool, we are recording, and may place on our website, the 9:30 a.m. Sunday worship and other special services such as: Ash Wednesday, Maundy Thursday, Good Friday, etc. Liturgy participants are consenting to the capture of their voice and image and the broadcast of their participation in worship services through livestreaming and video.

Seat to Communion →

Communion Station to Seat →



Priest



Chalice Bearer

Current 187
Overflow 237

