

## **Christ Episcopal Church Usher Duties**

### **1. Welcome visitors**

- Arrive 15 minutes prior to the service
- Welcome people and distribute bulletins so everyone has one.

### **2. Assist worship leaders**

- Notice if anyone may need communion brought to them, and if so, advise the altar party when presenting the bread and wine.
- One usher should remain at the back until after the procession in order to give bulletins to any late comers and to count the number of people including the altar party.

### **3. During the offering**

- After the offertory sentence is spoken begin passing the collection plates starting at the front.
- Stand at the back with one usher holding the plates and one the bread and wine; proceed to the altar when signaled by the deacon or eucharistic minister.
- Hand the collections plates first; then the bread and wine; tell the Deacon or EM how many people are in church; both bow and as you go down the steps, place the kneeler in the center so it's ready for communion and then return to your seats.

### **4. Invitation to communion**

- Let the organist and choir go forward first for communion.
- One usher invites people to come forward, working from the lectern (south) side first; stand behind the row you are inviting to go forward
- Try not to have more than four to six people waiting in line.
- The other usher should stand at the front against the north wall and assist anyone who may need help. When the south side of the church has all gone to the altar rail, the second usher then invites the north side to come forward row by row.
- Take communion after everyone has been served and place the middle cushion to one side, both bow and return to your seats.

### **5. After dismissal**

- Hook the outside door open.

**Thank you for helping with this ministry.**