

Instructions for Ushers
Zabriskie Chapel
8:00 Service

Ushers should be in place by 7:45 a.m. Wear your name tag and usher tag.

Check to ensure the leaflets you are handing out are for the 8:00 service, not the 9:00 service.

As soon as the service begins you should close the door to the narthex. These doors should remain closed until the end of the service.

Collection: After the Welcome and Announcements the Celebrant will give the offertory sentence at which time the ushers will bring up the offertory plates from the back to take the offering. The Acolytes will bring the offering plates to the ushers, who should position themselves in front of the Altar platform. Two collection plates are used, one for the right side of the aisle and one for the left. At the completion of the collection, take the collection plates to the Altar platform, where an acolyte will receive the plates and hand them to the Celebrant. Ushers then return to their seats. During the offering ushers must count the number of individuals (adults, children, acolytes, and Priests) in attendance and enter this number on the tally sheet, which is to be signed by one of the ushers and placed in the collection plate at the end of the service.

Communion: As the Celebrant and Chaliceist take their positions to serve communion, ushers should move to the front pew. Ushers may go forward to receive communion after those in the last pew have started forward.

After the blessing the ushers should open the doors to the narthex. They should sign the tally sheet and place it in the collection plate and then check the chapel to collect any service leaflets that may have been left behind. These are to be deposited in the recycle box located in the narthex.

Instructions for Ushers Zabriskie Chapel 9:00 Service

Ushers should be in place by 8:40 a.m. Wear your name tag and an usher tag.

Upon arriving put any remaining service leaflets from the 8:00 service in the recycle box. Place the leaflets for children on the post at the bottom of the stairs leading to the narthex. If you notice someone with children entering who has not picked up one of the children's leaflets, ask them if they would like one. Also check to see if the elements (bread, water, and wine) and 3 collection plates have been placed on the shelf to the right of the narthex doors. If they have not been placed there, notify a member of the Altar Guild or one of the Priests.

The doors to the chapel should be closed if the 8:00 service has not concluded. Place the "Quiet, service in progress" sign in front of the narthex doors. Politely ask anyone talking to keep their voices down so as to not disturb the service in progress. If the chapel begins to get full, keep a watch for empty spaces for later arrivals.

When the last members of the processional have entered the chapel, close the narthex doors and place the "Quiet, service in progress" sign in front of the narthex doors. Ushers should remain in the narthex until the first lesson, at which time they may enter the chapel, preferably sitting in the rear pews so as to not disturb the service in progress as well as being able to assist any further late arrivals. The doors to the narthex should remain closed until the Peace, at which time they are opened and remain open until the end of the service.

Offering: When the Celebrant gives the offertory sentence, or when the Offertory Hymn begins, the ushers are to carry the elements (bread, wine, and water) and collection plates to the Altar. The individuals carrying the elements should walk in front, side by side, with the person carrying the bread walking on the right as you face the Altar. Stop at the Altar platform and wait for an acolyte to take the elements and hand them to the Celebrant. At that time you may begin to take the collection, one usher working the right side of the aisle, one the left side, and one the balcony. Once the collection has been completed ushers should wait at the rear of the chapel until the beginning of the Presentation Hymn to take the collection to the Altar. Ushers may jointly take the collection plates to the Altar or select one usher to do so. Stop at the Altar platform and wait for an acolyte to take the collection plates and hand them to the Celebrant. Ushers should remain at the Altar until the completion of the Presentation Hymn, at which point they should return to their seats.

During the collection ushers must take a head count of all individuals – adults, children, Priests, choir members, and acolytes. This information is reported periodically to the Diocese as well as the national church. The count is entered on the tally sheet, which is to be signed by one of the ushers and, at the end of the service, placed in the collection plate.

Communion: As soon as the Celebrant begins serving communion to the acolytes and chaliceists, 2 ushers should take positions on either side of the aisle by the front pew. The third

usher should go to the balcony and have those individuals begin gathering at the rear of the chapel. The choir will take their positions around the Altar, after which time the ushers will allow congregants to go forward to complete the first circle around the Altar, those on the right side of the aisle circling to the right of the Altar and those on the left side of the aisle circling to the left side of the Altar (usually about 40 people in a circle). If you aren't sure if there is enough room remaining for everyone in a pew to fit within the circle hold the pew back until the next circle is ready to be sent forward. When those in the first circle begin returning to their pews, those from the balcony are to take their places in a circle around the Altar, with congregants sitting in the pews following as necessary to fill the second circle. This will be followed by remaining pews, with the ushers falling in behind the last congregants in the last circle.

If someone does not go forward for communion, especially if handicapped, ask them if they would like to have communion brought to the pew, pointing out that this is not a problem. If so, when you go up for communion tell one of the priests that an individual would like to have communion at the pew.

At the completion of the service ushers should check all pews, the balcony, choir seating area, and around the Altar to collect any service bulletins that have been left behind. We want the chapel to be neat for the next scheduled service. Place these bulletins in the recycle box in the narthex.

Instructions for Ushers Immanuel Chapel 10:30 and 11:15 Services

Ushers should be in place 15 to 20 minutes prior to the scheduled start of the service. Wear your name tag and an usher tag.

Hearing assistance equipment is available at Immanuel and should be located in the narthex and by the main entrance (the entrance facing the Altar).

Leaflets for children should be available both in the narthex and by the main entrance. If you notice someone with children entering who has not picked up one of the children's leaflets, ask them if they would like one. The elements (bread, wine, and water) and at least 4 collection plates should be in place on the table behind the last row of seats facing the Altar. If they have not been placed there, notify a member of the Altar Guild or one of the Priests.

Offering: When the Celebrant gives the offertory sentence, or when the Offertory Hymn begins, the ushers, who should be positioned by the main doors, are to carry the elements and collection plates to the Altar. The ushers carrying the elements should walk in front with the individual carrying the bread positioned on the right side, facing the Altar. Stop at the Altar platform and wait for the acolytes to take the elements and hand them to the Celebrant, at which time you may begin the collection. Two ushers cover the area in front of the Altar and two the area to the left of the Altar. Normally there aren't a lot of people in the area to the right of the Altar. The collection plates should be given to those individuals after the area in front of the Altar has been completed.

When the collection has been completed the ushers should gather in front of the main doors and wait for the beginning of the Presentation Hymn, at which time they will carry the collection to the Altar, stopping at the Altar platform where an acolyte will receive the collection and hand it to the Celebrant. Ushers may jointly carry the collection forward or may select one usher to do this. Ushers should remain at the Altar until completion of the Presentation Hymn, at which point they should return to their seats.

During the collection ushers must take a head count of all individuals – adults, children, Priests, choir members, acolytes, and children in the nursery. This information is reported periodically to the Diocese as well as the national church. The count is entered on the tally sheet, which is to be signed by one of the ushers and, at the end of the service, placed in the collection plate.

Communion: As soon as the Celebrant begins serving communion to the acolytes and chaliceists, ushers should take positions on either side of the aisle by the front rows in front of the Altar and by the front rows to the left of the Altar. The choir will take their position in a circle around the Altar, after which the ushers facing the Altar will send congregants to the Altar, those seated on the right side circling to the right of the Altar and those seated on the left side circling to the left of the Altar. If you are not sure everyone in a row will fit within the circle, hold the

entire row until the next circle is being formed. If there are only a few people seated to the right of the Altar they may be directed to the Altar ahead of those in the first pews facing the Altar. Otherwise, they should be held until all of those seated facing the Altar have been served communion. Once those facing the Altar have received communion their ushers are to signal the ushers positioned to the left of the Altar to begin sending congregants to receive communion. Again, those seated on the right side should be directed to proceed around to right side of the Altar, with those seated on the left circling to the left of the Altar. All ushers will proceed to receive communion behind the last group from the left side of the Altar.

If someone does not go forward for communion, especially if handicapped, ask them if they would like to have communion brought to the pew, pointing out that this is not a problem. If so, when you go up for communion tell one of the priests that an individual would like to have communion at the pew.

Occasionally the Celebrant will announce that communion stations will be used instead of circling the Altar. In these instances the ushers will position themselves by the front rows as soon as the Priest and Chalice have positioned themselves at each station and direct congregants forward as space permits. If only one person is at the station, send congregants forward one row at a time.

At the completion of the service ushers should collect any service bulletins that may have been left behind – all rows including the choir area and the area around the Altar. We want the chapel to be neat for the next group using the chapel. Place collected bulletins in the recycle box in the narthex.

Special Services

Funerals: Procedures for funerals will generally follow either the instructions for the 9:00 service or the 10:30/11:15 service with some adjustments. First, seating for the family will be roped off or will have reserved signs on the seats/pews. Family members be seated prior to the start of the service or may enter just before the Priest. In the latter case the Priest will let you know when to remove the ropes and lead family members to their seating. There will be no collection and there may or may not be communion and/or music (check the program or ask one of the Priests to find out whether communion will be served). If there is communion, family members will be directed to take communion immediately after the choir (if there is a choir) and before other members of the congregation. There may or may not be music.

Baptisms: Procedures will follow those for a regular service. Seating will be reserved for family members/godparents, who may be seated prior to the service or who may enter just prior to the procession. Family members/godparents will be directed forward for communion immediately after the choir has taken communion and before other members of the congregation.

Confirmations/Receptions: The procedures will be the same as for a regular service with the exception that those being confirmed or received and their sponsors/families will be directed to take communion prior to the rest of the congregation. .