

St. Laurence's Church

Usher Instructions

Before Church:

Your task is to greet all worshipers, and take special interest in newcomers or persons you have not seen before. Ask, "I'm sorry, I don't believe we've met. My name is" If they are not familiar with the Episcopal Service, walk them through the bulletin, and note the Red Prayer Book and Blue Hymnal. If they have small children, note the nursery services, and that all are in the sanctuary at the offering. The Greeters are there to do much of this, but be prepared to do the greeting job as well.

- Make sure the programs are out and have inserts (if any)
- Locate the offertory trays and put them on the table
- Make sure the bread and wine is out. If not, find an Altar Guild representative and ask
- Choose a couple to bring the elements to the altar at the offertory prayer.

At the Opening Acclamation

- Make sure all 4 doors are opened and propped to permit the choir easy access
- After the Processional, close all the doors.
- Wait for a bit to greet any latecomers. Best not to permit entry until after a Reading is completed.

During Church

- Be aware of any newcomers that have entered late. Greet them during the Peace. Ask if you can introduce them. **WRITE IT DOWN!**
- Make sure the couple chosen to take the elements does so at the offertory hymn.
- At the start of the offertory hymn, start the collection plates down the rows.
 - After the offering has been collected, stand at the back of the church near the Baptismal font, and **wait for the Doxology (singing part)** to begin before proceeding to the altar ("Praise God from whom all Blessings flow...").
 - If the server/crucifer does not take the plates, step to the altar and give them to the priest.
- **COUNT** all persons in the sanctuary at the end of the offertory hymn. **REMEMBER** that number; you'll need it later
- As the choir lines up for Eucharist, note the number of persons on each side of the church. Try to balance the two lines that receive the elements.

After Church - Do in the following order – Very Important

- Open the doors at the recessional hymn
- With another adult, count the money and fill out the treasurer's report, and include the count of people in attendance. **SEAL** the money in an envelope and put it in the locked cabinet (center, right of the window). There is a book of attendance in the Sacristy. Fill it out with the count as well.
- Collect all the programs and put in recycling. Generally, spruce up the sanctuary a bit as you walk through collecting bulletins.

Usher's Schedule

January thru July, 2008

Date	Late Service
1/13/2008	to be determined
1/20/2008	Mark and Julie Bellinghausen
1/27/2008	Roger & Mary Ellen Sawyer
2/3/2008	Jim & Sherry Motley
2/10/2008	William Gates
2/17/2008	Tom and Kate Washburn
2/24/2008	Ken Cogger and Jan Clark
3/2/2008	Karen Kargel
3/9/2008	Mark and Julie Bellinghausen
3/16/2008	Roger & Mary Ellen Sawyer
3/23/2008	Jim & Sherry Motley
3/30/2008	William Gates
4/6/2008	Tom and Kate Washburn
4/13/2008	Ken Cogger and Jan Clark
4/20/2008	Karen Kargel
4/27/2008	Mark and Julie Bellinghausen
5/4/2008	Roger & Mary Ellen Sawyer
5/11/2008	Jim & Sherry Motley
5/18/2008	William Gates
5/25/2008	Tom and Kate Washburn
6/1/2008	Ken Cogger and Jan Clark
6/8/2008	Karen Kargel
6/15/2008	Mark and Julie Bellinghausen
6/22/2008	Roger & Mary Ellen Sawyer
6/29/2008	Jim & Sherry Motley
7/6/2008	William Gates
7/13/2008	Tom and Kate Washburn
7/20/2008	Ken Cogger and Jan Clark
7/27/2008	Karen Kargel

This page was created using **Nitro PDF SDK** trial software.

To purchase, go to <http://www.nitropdf.com/>