

**PLEASE! If you need a substitute, please find one and call the Church office (763-1628) with your replacement before Thursday. Your service as an usher is vital. Thank You!**

**GUIDELINES FOR USHERS**  
**9:00 & 11:15 Service**

The worship of our Lord is the most important part of our corporate Christian Life, and your participation as an usher enhances this experience for the entire congregation. Your service as an usher is greatly appreciated by St. James.

**GENERAL:**

1. Five ushers are assigned each Sunday. The usher listed first acts as head usher and makes assignments.
2. Ushers unable to participate on their assigned Sunday are requested to arrange a swap and to notify the parish office as soon as possible so that the bulletin will be correct.
3. Ushers should be in their places 15 minutes before the service begins; on special occasions, such as Easter, 20 minutes.
4. The ushers are probably the first people a newcomer or visitor meets, adding to the importance of the job. Ushers should greet them and hand them a bulletin.
5. The center interior doors should be left closed except when people are entering, until the bell is rung prior to the processional hymn. This will reduce the noise heard in church.
6. Ushers at the center door remain in place to greet and assist latecomers for around five minutes after the service begins.
7. Weather permitting, the usher assigned to the transept stands outside on the stoop, opens the door for worshippers, and hands them a bulletin.
8. There is a first aid kit in the sacristy and a fire extinguisher near the baptismal font.

**OFFERTORY:**

1. As soon as the priest indicates that it's time to take up the offering, please stand and move to the Chancel rail. Do not wait for the head usher to proceed. Begin taking the offering as soon as practical. (It helps to already have your assignment.) **Do Not Count Attendance.** The priest will make an estimate.
2. As soon as you have taken up the offering from your assigned area and all ushers are in place and are ready to process, open the narthex/nave doors and wait. Please be aware that those on the back pews can hear you so you are requested to be quiet while you wait.
3. When the acolytes have begun moving to get the receiving basins from the crucifer, immediately process to the chancel. When you have handed your alms basin to an acolyte, please return to your pew.

### **COMMUNION:**

1. The choir normally receives communion first. As they are moving to the chancel rail, four ushers go forward. One stands by the steps from the chancel to the font, another by the steps in the chapel, and the other two by the main steps in the center aisle. The head usher makes these assignments ahead of time.
2. Two ushers will stand at the main steps into the chancel area, one on each side. The purpose is to assist the aged and infirm in negotiating the steps (be sensitive, as some will decline help) and to guide people to the altar when one line is shorter than the other.
3. Ushers should be particularly alert for anyone slipping on the wooden floors and assist as appropriate.
4. This period is most solemn. While ushers should be warm, effusive greeting of friends is inappropriate.
5. Ushers should receive their communion along with the returning acolytes after the congregation has received theirs. At this time, please notify the clergy if someone wishes communion to be brought to the pew.

**Please note the following addition to 11:15 A.M. usher duties:** We have several elderly individuals who may require assistance descending the church front steps where their transportation picks them up. Please station at least one usher at the church front entrance as long as necessary when the other ushers go to the altar to assist.

### **DEPOSITS:**

1. The night deposit bags will remain in the clergy changing room near where the Altar Guild works.
2. Get the key to the First Citizens box off the nail and **REMEMBER TO TAKE IT BACK. DON'T PUT IT IN YOUR POCKET AND TAKE IT HOME.**

### **FULL CAPACITY SERVICE:** (e.g., Palm Sunday, Easter, Christmas, etc.)

1. Please assist people in finding seats that are not taken. Often, the church looks full, but you can usually find a seat for someone.