

St. Vincent's Cathedral Church Usher Duties

1. Prior to Service:

- a. Arrive 15 - 20 minutes prior to service;
- b. Check: Names tags, boutonniere, bulletins, etc.
- c. Turn on lights;
- d. Make sure there are boxes of Kleenex out;
- e. Assign duties:
 1. Hand out bulletins
 2. Set up Parish Hall for Adult Forum or put away coffee pots
 3. Count
 4. Greeter – outside the Narthex
- f. Take spot by entry door to pass out Bulletins.
- g. One or two Ushers should be outside the Narthex also passing out bulletins and opening the doors for Parishioners.
- h. Don't let it get too noisy in the Narthex – try to keep it to a low rumble

2. Service:

- a. Open doors on Gospel side to the sanctuary for procession;
- b. Turn on signal light when procession is ready to enter;
- c. Close doors after procession has entered sanctuary;
- d. Do not allow parishioners to follow procession immediately down the aisle;
- e. Switch off signal light;
- f. Parishioners may be seated:
 1. Before the processional;
 2. During the processional (but preferably not directly behind processional)
 3. Singing of the Psalms
 4. Gospel Procession
 5. Creed
- g. Coffee:
 1. For the 9:00am Service:
 - a. Help the Mission Teams clean up the Parish Hall and make ready for Adult Forum.
 - b. Put out collection bowl for cash donations
 2. For the 11:15am Service:
 - a. Clean up coffee area and put away pots;
 - b. Collect cash donation, place in envelope and add to offering with note that this is coffee fund.
- h. Attempt to complete all required duties before Gospel so that you can be in sanctuary.
- i. Count: **The count is very important and should include everyone in sanctuary, choir, Children's Church (currently, Children's Church is in the EYC room) and nursery.** Count should be written down on a small piece of paper and placed in the host container. Post the count in the journal in the priest dressing room.

- j. Notify the Nursery that you are about to take up the offering. This will give the nursery time to start getting the children ready to be picked up by their parents.

3. **Offertory:**

- a. Use four (4) plates for collection. Hold offertory plates in a horizontal position as you process to the front. The two (2) Ushers processing down the middle will carry the bread (always on the Gospel side (pulpit side) – that's left side for the Aggies) and wine on right (lectern side). As they hand these off to the Acolytes, they will bow. Ushers on the outside will carry the offering plates should bow as well and then start offertory.
- b. When emptying the offering plates, do it in the hall next to the men's rest room - away from the sanctuary so the noise will be minimal.
- c. Once the offering is ready to be brought down to the front and the Crucifier and 2 acolytes are ready, turn the signal light on.
- d. Always place the offering bag in a collection plate.
- e. Process behind the Acolytes and Crucifier about 2 - 3 paces.
- f. When you hand off the offering to the Acolyte, wait – they will turn and raise the offering for a blessing. Once the blessing is done, return to the back.
- g. Turn off signal light;

4. **Communion:**

- a. Prior to Communion (if there is a choir), open sanctuary door and side doors, along with choir door to allow choir easy access in and out during communion.
- b. Four Ushers are needed for communion. You can get by with three (one down in front and two to feed communicants).
 - 1. Ushers should proceed to front 2 by 2 as soon as the Priest has set down the chalice.
 - 2. Two ushers should stand in front (in the middle of the aisle - back to back) to direct communicants as required;
 - 3. The other two Ushers will "feed" communicants from the pews allowing for travel time starting from the front and working your way back. Attempt to keep no more than 4 - 8 communicants waiting to approach the rail.
- c. Ushers should take communion from the side they "worked". The reason for this is to help with the servers should there be an unusual amount of wine left.

Note: When you are taking communion, there will be a signal indicating you are too drink as much as you can to help out servers – it's very simple, now pay attention, the signal word is: "Drink" or the Server will lower the chalice to show you how much wine it contains. I know this is a sacrifice, but somebody has to do it.

5. **Conclusion:**

- a. During the recessional, Gospel side double doors should be opened to all the recessional to exit
- b. Close double doors for post service prayer;
- c. Once prayer is completed, begin opening double doors on both sides.

6. Post Service:

- a. One usher should remain in the back to act as a Greeter for new comers to St. Vincent's.
 1. Materials for the Greeter are located on the table in the Narthex;
 2. Introduce yourself and make sure they have completed a visitor's card. It is important that we get their names and addresses. If they haven't completed card, have them fill one out. This should be given to the Alter Gild and included with offering, etc.
 3. There are the new St. Vincent's coffee mugs with candy to give to visitors.
- b. Clean up and organize sanctuary. Ensure proper placement of books (Hymnals pushed in toward the pew pocket) and then the Bible (if there is one) adjacent to the aisle.
- c. Check and straighten visitor cards and pencils
- d. Pick up trash
- e. Straighten bulletins after 9:00am service; from the 11:15am service, place in the trash.
- f. **Always save the special envelopes. Remove from the bulletin and leave on the table.**
- g. Return boutonniere and name tags to Usher's closet.

7. Miscellaneous:

- a. Let me know if one of your team members isn't showing up.
- b. Look for special announcements on the board in the Usher's Closet.
- c. We always need more Ushers – if you know someone who might be interested, ask.
- d. If you are going to be absent, let your Team Captain know and try to find a substitute.
- e. If you are the Team Captain, email or text your team to remind them of their upcoming service.

You are greatly appreciated for your service. Thanks.

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