



To Be an Usher
at Grace Episcopal Church in Sandusky, Ohio

Purpose: to provide personal welcome to each worshipper making them feel comfortable and accepted as an important person at Grace Episcopal Church because:

- ❖ We are not who we are meant to be without the stranger and guest in our midst;
- ❖ We are commanded to greet one another in the name of Christ – and this begins the moment we enter the building;
- ❖ We are genuinely glad that each person has chosen to spend an hour with us to give thanks, be fed, and go out into the world renewed.

Rationale: When we gather together for worship, many things are going on at once and some people need to be designated to help people get sorted out, oriented to the space, seated, and ready to worship. This is especially important for guests, visitors, and inquirers. The ushers are the first and most important leaders in our getting ready – because this work is so important, there will always be at least two ushers working together.

Responsibilities: The Ushers (at least two) shall:

1. Arrive upstairs by 9:40am
2. Take seriously your role as the First Face of Grace and enjoy yourself.
3. Greet each person who arrives in the narthex (lobby) with a smile, a welcome word, and a bulletin.
4. Make people aware of special assists: hearing aid boosters, space for toddlers, Sunday School for 3- to 10-year-olds*, restrooms...
5. Pass the offering plates during the choir's Offertory Anthem. It is okay (and encouraged) to hand the alms basins to the people in the pews, letting them pass it on. When the alms basins come back to you, bring the offerings up to the acolyte when the anthem is finished.
6. During the school year, alert the Sunday School leaders when the Eucharistic Prayer is beginning – so that they can organize the children to come up for communion.
7. Direct people for Holy Communion from their pews toward the front (we alternate the distribution of Holy Communion at the crossing and altar rail)
8. Notify the priest if any need communion to be brought to them in their pew.
9. Assist with tidying up after worship.

If you have any questions, please contact the priest: Jan Smith Wood 419-625-6919/office; 419-515-0233/cell; jan@gracesandusky.org

*In the summer months, we have special "Grace Bags" for children – no Summer Sunday School. These are organized by age (up to 5; 5-10 years) and at the back of the church on the table near the alms basins. They are for use during the service, but if any family wants to take a bag home, they are most welcome to do so.