



REVISED Simple Ushers Guidelines Summer 2021 Post-Covid Return

PREPARATION

Be here by 9.30am for 10am service, 8.30am for 9.00am service

Say this prayer together: *“Lord, help us to greet everyone this morning with a smile and a kind word of welcome. May we be the Good News that people need to see and hear.”*

Open the doors to Highland Avenue using the hex key on the nail up on the right-hand side of the door jamb.

Set out the orange barrel in the middle of Highland Avenue. Dodge the occasional bus or car.

Open windows if it's hot. Turn on fans at the corners of the Nave.

Bring Nametag cart into Narthex (it's in the long corridor on the way to the Upper Parish Hall); find your nametag and put it on.

Set up the brass alms basin on a table in the middle of the center aisle *where it is unavoidable*. Seed it with a bill or two and something heavy to hold the money down.

WELCOME AND COUNT

Hand out service bulletins near the front doors with a smile and a greeting. Indicate that nametags are available and invite people to put one on, as a gift of hospitality to one another.

Fifteen minutes after the start of the service, count the people in the church.

Fill out the attendance slip on the sideboard in the Narthex (bring it to the office after the service)

PRESENTING THE GIFTS

At the end of the announcements, listen for this phrase: *“Walk in love as Christ loves us, and gives himself for us, an offering and thanksgiving to God.”* When you hear this phrase...

Bring up the two glass cruets—one with wine, one with water—as well as the alms plate with money in it up to the altar. Stop at the top of the steps, bow your head to the altar, then place the alms basin in the big brass plate that the Lector will be holding. Give the cruets, handles out, into the waiting hands of the Celebrant. Bow your head to the altar before turning and walking back to the Narthex.



COMMUNION

When the Celebrant (or choir) says or sings, “*Alleluia Christ our Passover is Sacrificed for Us*” walk forward to the very first row. After the people at the Altar have received, “release” the rows to go forward for Communion. Work your way to the back. Follow the last folks up, so you can have some Communion, too.

AFTER THE SERVICE

Collect loose service bulletins and put them in the basket in the Narthex to be reused next week.
Replace hymnals.
Put up the kneelers.
Bring in the orange barrel.
Close windows and turn off fans.
Close and lock the highland Avenue doors. Use the hex key.
Make a note of anything that needs repair and leave note in the office.
Take the attendance slip to the office
Come get some cookies and lemonade in the Upper Parish Hall.

Thank You.