



**TRINITY EPISCOPAL CHURCH
TRUMBULL, CONNECTICUT**

USHER'S GUIDE

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Thank you for serving Trinity as an Usher! This is a very important ministry and in partnership with the Greeters, you are responsible for the first impression people have when they walk through our doors to attend a service. The intent of this guide is to be clear about what it means to be an Usher at Trinity and to offer some helpful hints.

General Comments:

While the Greeter will handle the welcoming duties for the newcomers, the Ushers also have the task of welcoming everybody as they enter the Nave with a friendly greeting: "Welcome to Trinity"; "Good Morning/Afternoon/Evening" etc.

Before the Service:

- Please arrive 15 minutes prior to the service, 25 minutes prior to high attendance services such as Easter and Christmas.
- Wear your Nametag – they are found on the name tag board. If not, make a new temporary one and a new printed one will be made for you.
- If you arrive before the Greeter, move the Name Tag table to in front of the main church entrance so that people need to walk around it after getting their name tag.
- Check to be sure that the two collection plates are on the Narthex pew to the right of the doorway into the Nave and that the elements have been placed on the Table of Offerings just to the right of that doorway.
- Position yourself in the Narthex at the doors leading into the Nave with a supply of bulletins and prayer name cards in hand (pink cards). Check the service bulletin to ensure that there will be a Prayers of the People – do not hand out pink cards if not needed.
- All parishioners are expected to wear name tags. If they have not put on their name tag, ask them to please wear their name tag or make a temporary one if they left theirs at home or it is not in the name tag board.
- As they prepare to enter the Nave, hand them their bulletin and their pink prayer name card.
- If they are new, the Greeter will help them find a seat. If it is a crowded service, you may also need to help with seating. Usually this will not be the case – use your best judgement if seating assistance is required.
- Watch for people who may need special assistance and, if it is a Eucharistic Service, if they need to receive communion at their pew. If this is the case, be sure to inform the Rector before the Entrance Processional.
- If they have small children, ask if they would like a pew kit. Pew kits are on the Narthex pew to the left of the doorway into the Nave.
- Shortly before the service begins, "recruit" two people to be the Oblationers. There might be a family that donated the Altar flowers, someone celebrating a special occasion, etc. Use your judgement as to what is best for that day.
- Just before the service, the Rector will lead the Altar Party, Greeter and Ushers in prayer; when the prayer is done, go up to the organ loft and signal the Organist to finish the Prelude; then come down and ring the bell seven (7) times
- After the service begins, remain in the Narthex for about 10 minutes before taking your seat so that anyone who is a few minutes late won't be left without guidance, a bulletin, etc.
- Seat people especially quietly during prayers or scripture readings.

Trinity Parish Manual, January 2017
Appendix K: Usher's Guide, March 2018

- At an appropriate time, but before the offertory, take a count of all those present – do not leave anyone out – all children no matter what age, the Altar party, the choir, the organist, etc. Enter this information on the attendance card and place it in one of the collection plates when you collect the Alms.
- Enter the Nave and take your seat in the rear pew. This way you are available at any time during the service should someone show up.

During the Service:

- At the Prayers of the People, if the church school students have not already come upstairs, go downstairs and notify them that it is time to come upstairs.
- Following the Announcements, leave your seat and once again take your position at the Narthex doorway into the Nave. If the Oblationers haven't joined you, signal them to do so.
- The Rector or the Eucharistic Minister will signal the Oblationers to bring the elements forward.
- Once the Oblationers have returned to their seats, move forward with the Alms basins to take up the collection – pause briefly at each occupied pew if necessary to allow someone to present their offering.
- When the collection is done, return to the doorway and wait for the signal to bring forward the offerings. Remain at the front of the aisle during the singing of the Doxology.
- Following the Doxology, close the communion railing gate and return to your pew
- At the Invitation, leave your seat and move to the front pews to direct people to the communion rail – send forth 12 at a time from each side.
- When all have received communion, you also receive.
- After all have received communion, open the communion railing gate and return to your seat.

After the Service:

- When the candles have been extinguished and people have started to depart, check all of the pews for trash and be sure that the pew racks are left in an orderly condition – prayer books, hymnals, visitor cards, pencils.
- Take the alms basins – which should be on the Aumbry shelf – into the Sacristy and put the collection into the Treasurer's bag in the office.
- Do a final check to ensure that the candles are extinguished and turn off all of the lights once everyone has departed.

The following summary is to be printed on smaller laminated card stock to be kept on the table in the Narthex to the left of the doorway into the Nave:

USHER SUMMARY

- ✓ **Arrive 15 – 25 minutes before the service**
- ✓ **Move Name Tag table as needed; Wear your name tag; Help people get theirs; Fill out a blank one if necessary**
- ✓ **Give everyone a bulletin and pink prayer card**
- ✓ **Give pew kit to those with children**
- ✓ **Watch for anyone with special needs for seating**
- ✓ **Just before the service, recruit two Oblationers**
- ✓ **After the Rector finishes the prayer in the Narthex, go up and signal the organist to begin the Opening Hymn, then come downstairs and ring the bell 7 times**
- ✓ **Remain in the Narthex about 10 minutes to welcome late arrivals**
- ✓ **Before the offertory, take a complete count – congregation, Altar Party, choir, children; enter the count on the Attendance Card and place it in the collection plate**
- ✓ **Stay seated in the rear pew in case you are needed for anything**
- ✓ **Be sure that the church school is notified to join the congregation at the time of the Prayers of the People**
- ✓ **During Announcements, signal Oblationers to assemble at the door, ready to come forward at the Rector's signal**
- ✓ **When they return, take up collection of offerings**
- ✓ **Wait for Rector's signal to bring forward the offerings; stay at front until end of Doxology; then close altar rail gate and return to rear**
- ✓ **At Invitation to Communion, assist people to the rail, 12 at a time from each side; you receive at the end**
- ✓ **After candles are extinguished, and people are leaving, check all pews for trash**
- ✓ **Take collection plates into the sacristy, and place offerings into the Treasurer's Bag in the office**
- ✓ **Do a final check and turn off all lights**