

- At the offertory, after the priest has made his statement and choir begins, two ushers come forward, give the elements and attendance count to the acolyte, and collect the plates for offerings. The count will be placed in one of the plates. At the same time, two other ushers will proceed up the side aisles and wait by the end of the front row. The ushers will pass the plates down the row to the end where another usher will take the plate and pass to the next row. Plates will be passed to the center, and an usher will take the plate and pass to the next row.

When both sides have reached the back, the center ushers will bring the plates forward during the Doxology. They remain until the Doxology has been completed, then bow, turn, and walk all the way to the back.

Head Ushers. (Two-year staggered term)

- Create a community of caring among all ushers
- Serve as liaison between Grace Staff and Usher Captains with respect to ushering requirements for church services.
- Assist Usher Captains in the recruiting of new ushers for their teams.
- Create ushering schedules for special services (holiday, evensong, vespers, etc.), recruiting Usher Captains and ushers for those services.
- Chair usher/captain meetings
- Keep Usher Roster updated (at least quarterly)
- Schedule training sessions as needed, either as a whole or individually
- Be certain that Grace has the requisite number of Usher captains, Assistant Usher Captains, and Ushers to facilitate orderly worship services in an atmosphere of warmth.
- Usher Captains (two-year term)
- Minister to the needs of your team members and create a community of caring within the team.
- Be a calm and welcoming presence at all services and create an atmosphere of warmth at Grace.
- Assign ushering duties to team members at scheduled services and coordinate any special liturgical needs with the Verger.
- Communicate special needs or concerns of team members to the Head Ushers.
- Telephone/email team members regarding usher meetings and special services.
- Attend Captain/Usher meetings when scheduled by Head Ushers.
- Recruit ushers for assigned Sunday services, when needed.
- Hold annual usher team meeting

- Assistant Usher Captains
- Create a community of caring among all ushers.
- Serve as "Usher-Captain-in-training".
- Help recruit new ushers for your team.
- Help telephone/email team members upon request of Usher Captain or the Head Ushers.
- Serve as consultant to and "sounding board" for the Usher Captain. 5. Perform duties of Usher Captain in the absence of the Usher Captain.
- Ushers 1. Create a community of caring among all ushers. 2. Welcome newcomers with smiles and such charm that you are one of the reasons that they return.
- Facilitate orderly worship service and at special services as needed.
- Usher at assigned monthly worship service and at special services as needed
- Telephone Usher Captain if unable to Usher at an assigned service and find a replacement, informing Captain of that replacement.
- Attend usher meetings and annual usher team meetings (held around September and June).
- Assist in recruiting new ushers for your team.
- Seating: Wheelchair and Companion seating are located in the first and last rows.
- Seating will be reserved for ushers in the back of the sanctuary.

Usher Emergency Procedures

A. Parishioner needs assistance (Faints, Heart attack, Vomiting etc.):

Introduce yourself to those around the stricken parishioner as an usher and offer your services.

If there is another usher in the vicinity, ask that usher to stand by the stricken parishioner. This helps maintain calm and provide the staff and others with a contact person. If no other usher is available, ask a parishioner to serve in this capacity. Ask her/him to stand, so she/he can be easily identified.

Call 911 regardless of the emergency. Unless time is of the essence, avoid using cell phones. **Use the phone in the Office. Land lines have "reverse 911" so that the 911 operator will automatically know where to send the paramedics.**

Do the following:

- a. Lift the phone
- b. Push button (either 2nd or 3rd from bottom) to get outside line.
- c. Dial 911
- d. When operator answers say something similar to: "I am (name), an usher at Grace Episcopal Church and we have a medical emergency. Please send an ambulance to 15102 Amberly Drive, Tampa, FL 33647"

Grace is on Amberly near its intersection with Tampa Palms and next to the pond across from Publix. Please ask the driver to turn off the siren as the ambulance approaches the Church as services are in progress. I will be waiting for the outside the Church to direct the paramedics to the stricken parishioner. Thank You."

THE ABOVE MESSAGE IS POSTED ON THE WALL ABOVE THE TELEPHONE IN THE OFFICE

Immediately advise one of the Vergers, Wardens,* or another staff person that you have called 911.

There are cloth towels for cleanup, if needed, in a labeled drawer _____.

Return to the stricken parishioner and advise that help is on the way.

Make sure an usher is appointed to wait outside on the curb to direct the paramedics to the patient.

The assistance of members that are nurses, doctors, or CPR certified is welcome, if available.

AFTER YOU HAVE MADE THE 911 CALL.

We currently do not have a defibrillator (AED); when we get one, complete the following section and use as a guide:

A defibrillator (AED), for use by doctor, nurse, or CPR trained member of congregation, is located:

For less serious medical emergencies (and when appropriate), use the First Aid Kit that is located in the office on the file cabinets behind the desk.

B. FIRE!

If the alarm sounds, all must evacuate. Lead the congregation to the designated area. The priest and deacon will take prayer books, communion supplies, and meet congregation 150 feet from the building into the far end of the parking lot and out of the way of the fire trucks. The services will continue.

Assistance the nursery and Sunday School teachers with re-uniting children to be with their families.

Wardens, ushers, and other designees will check alarm, identify area, and work with the fire department. They will keep the priest informed and let people know when and if they can return.

C. Disturbances in Church:

1. Be observant and advise one of the Vergers or Wardens* if you sense an impending disturbance by a person(s) in Church.
2. If the person becomes loud, ask the person to take a few minutes outside; one usher should remain nearby beside the door. A warden, priest, or other designee will address when there is a natural break in the service.
3. The Priests will handle any disruptive disturbance. He/she may ask the person to pray outside for a few minutes.
4. Do not touch the agitated person; do serve as a presence in the impacted area of the Church to help maintain calm.

DUTY SUMMARIES FOR EACH USHER STATION

Usher Station 1 – Lead Usher

Pre-service – check to ensure that all Usher stations and responsibilities are assigned. If someone does not show, seek substitute assistance.

Greeting: Narthex and Sanctuary Entrance; help people find seats; it may be necessary to ask some to move to the far side or closer to accommodate others.

Count – Count all in sanctuary, Sunday School, nursery, choir, clergy, etc.

Write on form provided and submit to priest with Oblations.

Sermon: Escort latecomers to empty seats by avoiding center aisle

Offering: Collect Central Aisle Gospel side; work with Usher 3

Eucharist: During Eucharist, dismiss in order (from front to back) Gospel side

Notes:

Usher Station 2

Greeting: Assist with wheelchair seating and needs

Doors: Close doors to sanctuary at the conclusion of the Procession; however, any person can enter through the side doors at any time.

Overflow and additional wheelchair seating: If needed take chairs and place behind pews to accommodate additional wheelchairs and overflow seating.

Count: Count Sunday School attendees and provide number to Lead Usher

Sermon: At the end of the sermon, notify Sunday School Teachers that they have 10 minutes.

At the end of the Prayers of the People, notify Sunday School classes that it is time to come in.

Offering: Epistle side far aisle (toward bell tower); assist Usher 4

Eucharist: ensure those in wheelchairs all receive Eucharist; signal priest for any that need it brought to them.

Usher Station 3

Greeting: Hand out bulletins at Gospel Entrance (bell tower side)

Count: Count newcomers and make sure there are enough bags for each family

Offering: Gospel Side central aisle, work with Usher 1

Notes:

Usher Station 4

Greeting: hand out bulletins at Epistle Entrance

Count: Count newcomers and make sure there are enough bags for each family

Offering: Epistle Side – work with Usher 2

Communion: After the Offering: Do not return to your station, but stand by closest to the communion rail during the communion liturgy. Immediately after the priest says, "The gifts of God ...", assume your position to dismiss the people and dismiss the first row, etc., but be certain that the the middle rail has been locked and the knee pads are down before sending the people to the rail. It is the responsibility of the acolytes to lock the rail and place the pads down.

Offering Procedures: Two usher teams of two work with collection plates on each side of pews. Begin by handing from center aisle row 1, plate goes across Row 1, is picked up by usher 2 and brought to Row 2. The other usher gets plate and hands it to Row 3, etc.

Eucharist: Epistle Side – assist those with wheelchairs

After service - _____secures plates, brings them to office for counting

Notes:

Usher Teams, Schedules, and Responsibilities

See the assignment chart or online planning tool for assignments. Typically, ushers are assigned to a specific Sunday of the month.