

H. LAY EUCHARISTIC VISITORS

- Before going, confirm with Fr. Ben who will be visited.
- Try to remember to bring a bulletin for each visit
- As soon as you arrive, prepare the area by setting up the napkin/cloth, laying out the host, and pouring wine for each participant
- Review the service and who will do certain readings; the recipient may want to read some of the verses.
- Prior to beginning, let the participant know that during the part that mentions intercessory prayers, we will each pray for a Thanksgiving and an Intercession. (Please let Fr. Ben know if there they share anything new with you for our church prayers.)
- Using the order of service, administer the sacraments.
- Return the box to the church and complete the information in the LEV record book.

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J. USHER PACKET

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GRACE EPISCOPAL CHURCH Usher Job Descriptions

Please arrive at least 20 minutes prior to the service.

Ushers will need to gather at the beginning of the service to establish the following (as led by Lead Usher):

- Greeters to hand out bulletins, which areas of responsibility for offering and communion, gift bag distributors (it is best to assign one per part of the room),
 - If desired, ask a family to bring the elements to the altar and provide instructions to the family
 - One usher to help people find seats,
 - One usher to lead people to name tags or visitor book;
 - One usher to count attendees and note on the designated form
 - Two ushers to notify Sunday School classes (one for group in Education Room; one for group(s) in classrooms).
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- Greeters meet and welcome people as they walk in. If there are visitors, they guide to Usher at the visitor book. Visitor name badges are filled out there, as well. Gift bags may be distributed at this time to ensure the guest has time to complete the card and place in the offering plate.
 - *If visitors arrive after the service begins, welcome them, have them sign the book. If they have children, offer them the option of the nursery or Sunday School classes. While they sign the book, check seat availability and where we are in the service. At a transitional point or during a hymn, guide to seats. If more seats needed, pull out folding chairs.*
 - Once the service has started, an Usher will count attendees, record on the form, and place with the elements.