

**USHERS AT ST. NICHOLAS CHURCH**  
**A CUSTOMARY (CHECKLIST)**

**Purpose**

The role of Usher is to help welcome the people into the worship service, to be the people's guides in the midst of the service, and to bring the peoples offerings to the altar.

**Checklist – Morning Service**

- Arrive at least 30 minutes before the service and check in with the verger.**
- Gather the *Usher Materials* (may be found in the storage room to the left of the altar).
- If the *St. Nicholas Signs* have not yet been placed at the entrance to the Seneca Academy, put them out now (the signs are usually put out earlier by the custodian).
- Hang the *Episcopal Windsock* outside the front door.
- Set up the *Welcome Table* (the table across from the front door) and *Welcome Materials*:
  - Service bulletins, Inside St. Nick's, and any handouts* should be placed at the front of the table.
  - The *Newcomer Information Rack* should be stocked and placed at the center-back of the table, with 2-3 *Welcome Bags* on either side.
  - The *Welcome Sign/Service Bulletin Holder* should be placed (empty) to the right of the table.
  - The *Name Tag Hangers* should be hung from the poster rail to the left of the Hospitality Table.
  - The *Name Tag Bin* should be opened and set up on the Hospitality Table immediately to the right of the Name Tag Hanger Racks.
  - Remove any *New Name Tags* and place them alphabetically in the pockets of the hanger racks.
  - Place the lid of the Name Tag Bin so the *Name Tag Instructions* can be seen, clip the *Sample Name Tag* to the bin, and place *Blank Name Tags* and the *Marking Pen* close by.
  - Place the *Children's Books and Toy Basket* on the Hospitality Table immediately to the right of the Name Tag Bin. Make sure it is well-stocked (extra supplies can be found in the Sunday school box in the storage room).
- Place the *Food Basket* in front of the altar, in the center, as close to the altar as possible.
- Greet people and hand out bulletins.* If someone is new, be prepared to offer guidance.
- When the service begins, *put bulletins in the rack attached to the metal sign holder* and take a seat toward the back, so that you can easily bring forward the Gifts of the People at the offertory.
- At the beginning of offertory *bring the bread and wine forward and place them on the altar.*
- Receive the offering plates* from the acolyte.
- Move down the center aisle, passing the plates from row to row.*
- As the Doxology is sung, *bring the offering plates back up the aisle and place them on the altar.*
- During the Eucharistic prayer, *count all of the people present in the church and record it on the attendance sheet* (found in the blue drop file box).
- After the *Eucharistic prayer is concluded*, the clergy will communicate the altar party, including those leading healing prayer. *Position yourselves at the first occupied pews, preparing to usher forward 10-12 people at a time for communion (enough to make a full semi-circle of people with no gaps). Once the altar party is communicated, usher the first group forward.* Pause for a moment while that group is communicated. *As soon as the priest has distributed the bread, let another 10 or so people come forward* (better a small line of people waiting than a big delay while the next group comes forward. And so on, until everyone has received (ushers receive communion as part of the last group).
- During communion, *count the number of people who come forward to receive the elements. Record this information on the attendance sheet.*
- After the service, *collect any leftover bulletins* and return them on the Welcome Table (place any damaged bulletins under the table so they can be returned to the church office for recycling).

- Restock the *Newcomer Information Rack*.
- Enter the required information in *Service Register* (Red Book): record the number of attendees and the number of those taking communion.
- Assist the Verger in *counting the offering* for the service.

## **Checklist – Evening Service**

- Arrive at least 30 minutes before the service and check in with the vergers.**
- The Welcome Table should have been set up already by the morning service ushers, but make sure the *Welcome Table* (the table across from the front door) is well-organized and well-stocked with *Welcome Materials*:
  - Service bulletins, Inside St. Nick's, and any handouts* (placed at the front of the table).
  - The *Newcomer Information Rack* (placed at center-back of the table, with *Welcome Bags* on either side).
  - The *Welcome Sign/Service Bulletin Holder* (placed empty to the right of the table).
  - The *Name Tag Hanger Racks* (hung from the poster rail to the left of the Hospitality Table).
  - The *Name Tag Bin* (opened and set up on the Hospitality Table immediately to the right of the Name Tag Hanger Racks).
  - New Name Tags* (placed alphabetically in the pockets of the hanger racks).
  - The lid of the Name Tag Bin (placed so the *Name Tag Instructions* can be seen, with the *Sample Name Tag* clipped to the bin, and *Blank Name Tags* and *Marking Pen* placed close by).
  - The *Children's Books and Toy Basket* (placed on Hospitality Table immediately to the right of the Name Tag Bin). Make sure it is well-stocked (extra supplies in the Sunday school box in the storage room).
- Make sure the *Food Basket* is placed in front of the altar, in the center, as close to the altar as possible.
- Greet people and hand out bulletins.* If someone is new, be prepared to offer guidance.
- When the service begins, *put bulletins in the rack attached to the metal sign holder* and take a seat toward the back, so that you can easily bring forward the Gifts of the People at the offertory.
- At the beginning of offertory *bring the bread and wine forward and place them on the altar.*
- Receive the offering plates* from the acolyte.
- Move down the center aisle, passing the plates from row to row.*
- As the Doxology is sung, *bring the offering plates back up the aisle and place them on the altar.*
- During the Eucharistic prayer, *count all of the people present in the church and record it on the attendance sheet* (found in the blue drop file box).
- After the *Eucharistic prayer is concluded*, the clergy will communicate the altar party, including those leading healing prayer. *Position yourselves at the first occupied pews, preparing to usher forward 10-12 people at a time for communion (enough to make a full semi-circle of people with no gaps). Once the altar party is communicated, usher the first group forward.* Pause for a moment while that group is communicated. *As soon as the priest has distributed the bread, let another 10 or so people come forward* (better a small line of people waiting than a big delay while the next group comes forward. And so on, until everyone has received (ushers receive communion as part of the last group).
- During communion, *count the number of people who come forward* to receive the elements. *Record this information on the attendance sheet.*

### ***After the service:***

- As people are leaving, if they are still wearing their name tags, offer to put them back on the rack for them.
- Collect all bulletins* so they can be returned to the church office for recycling.
- Return all welcome items (*Episcopal Windsock, Newcomer Information Rack, Nametag Hangers, Welcome Sign/Bulletin Holder, and Children's Book and Toy Basket*) to the storage room.
- Enter the required information in *Service Register* (Red Book): record the number of attendees and the number of those taking communion.
- Assist the Verger in *counting the offering* for the service.

USHERS ARE AN ESSENTIAL PART OF OUR MINISTRY OF HOSPITALITY.  
MANY THANKS FOR YOUR WILLINGNESS TO SERVE.