

Ushers Guidelines

St. James' ushers play a vital role in making our services welcoming and efficient. It is essential that one or more ushers be present at each service, unless other plans have been announced. Remember, you are often the first person a parishioner or visitor sees when arriving at St. James', so smile and enjoy welcoming others into the sacredness of our space.

Because ushers are so important to St. James' services, if you are unable to fulfill your commitment to serve, it is your responsibility to locate a substitute to fill in for you at the service(s) from which you will be absent.

<p>The Role of the Usher</p>	<p>The usher acts as a welcoming face at St. James', while ensuring our services run smoothly.</p> <p>An usher may be asked to perform duties beyond those listed as "regular" duties (discussed later), for example:</p> <ul style="list-style-type: none"> • helping orient visitors • directing traffic in the parking lot during large gatherings* • unlocking doors at the request of the clergy • opening/closing doors/windows as needed to keep the worship space a comfortable temperature • distributing/collecting forms/pencils, etc., used during services • passing microphones during discussions • temporarily watching over children in the nursery if the nursery attendant has to take one to the restroom or in case of an emergency • assisting in emergency situations to clear the premises in an orderly manner
<p>The Usher Schedule/Roster</p>	<p>The schedule/roster for both services is posted in the AV room in the Main Church and can be found on the back pew facing the columbarium in the Little Church. (It is also posted on-line, contact Burtin Hart for more information.)</p>
<p>When to Arrive, When to Leave</p>	<p>The usher(s) should arrive at church (or other area where the service will be held) 30 minutes before the service begins. This allows him/her/them to make sure all materials (bulletins, inserts, the ushers report form, money bags, etc.) are ready.</p> <p>The usher(s) for the 10:30 service should leave after ensuring that the pews are reset for the next service, everything is put away (see later instructions), and all doors are locked and secure, unless someone else is using the church's facilities. If someone is using the church's facilities, the usher(s) should ensure that that/those person(s) understand that they are responsible for securing the church premises before leaving.</p>
<p>Filling out the Usher Report Form</p>	<p>Fill out the bright green form. As such:</p> <ul style="list-style-type: none"> • List the Celebrant and the Preacher. • Count everyone in attendance (including those in the nursery, those in the Sunday school, and the altar party) – there is a guide sheet on the back of the form for the 10:30 counts. • Count those receiving communion (simply subtract the number of folds who do not go forward for communion from the total attendance count).

* For large services and events, we often arrange with Harbor Light to use their parking lot. If this is the case, invite drivers to park in that lot and walk over through the adjoining gate.

Duties	8:00 Service	10:30 Service
<p>Before the Service</p> <p>Items for Worship</p> <p>A/V Equipment</p>	<p>Put outside these items: name tags, small visitor's table with visitor's book, pen, nametag forms, and welcome packets.</p> <p>Make sure these items are in the Little Church (found on the wicker table near doors):</p> <ul style="list-style-type: none"> • worship documents (Sunday news, lesson sheet, any inserts) • money bag with the count sheet and coin pouch • collection plate(s) 	<p>Turn on all lights in the Main Church.</p> <p>Make sure these items are in the Main Church (found on the Usher's table near doors):</p> <ul style="list-style-type: none"> • worship documents brought over from the Little Church (Sunday news, lesson sheet, any inserts) • money bag with the count sheet and coin pouch • collection plate(s) • bulletins (make sure they are the correct ones!) <p>Set up the A/V equipment (for questions, see Bud Pearson):</p> <p>Put out the <u>wireless mic</u> and stand at the lectern IMPORTANT: the wireless mic is powered on by a push button, not a switch. Please be sure to push the button rather than trying to slide it from side side.</p> <p>If not already done, make sure there are <u>remote mics</u> for the Celebrant, Preacher, and Deacon. If not already done, ensure the mics have fresh batteries.</p> <p>If not already done, power up the computers, drop the screen down, and load the worship PowerPoint.</p>
<p>As People Arrive</p> <p>Mobility Issues</p>	<p>Hand out worship materials.</p> <p>Assist anyone with mobility issues in getting in the church and finding a seat.</p>	<p>Hand out worship materials.</p> <p>Assist anyone with mobility issues in getting in the church and finding a seat.</p>

	<p>If they use a <u>walker</u> make sure they are okay with it being stored out of the way before you move it.</p> <p>If they are in a <u>wheelchair</u> invite them to sit in the space near the side door of the church.</p> <p>Locate parishioners to bring oblations (bread/wine) forward.</p>	<p>If they use a <u>walker</u> make sure they are okay with it being stored out of the way before you move it.</p> <p>If they are in a <u>wheelchair</u> invite them to sit in the space near the back of the church. Move pew chairs if needed to make space.</p> <p>If no Sunday school*, locate parishioners to bring oblations (bread/wine) forward. Children/youth are preferable.</p> <p>*If Sunday school is in session, the teachers will ask children to assist. It is the ushers' duty to inform the teacher(s) when the passing of the peace starts.</p>
<p><u>Families with Young Children</u></p> <p>(It is important to communicate to all families with children that their children are welcome in worship, and for the 10:30 service, we have a few options...)</p>	<p>Offer them a children's worship bag (found in the Main Church under the ushers' table).</p>	<p><u>For children under 4 years old,</u> show them the nursery and find someone who can get the nursery care person from Sunday school. <u>Do not leave children unattended!</u></p> <p><u>For children over 4 years old,</u> invite them to Sunday school and show them where it is.</p> <p><u>For children who opt to stay in church:</u> Offer them a children's worship bag (found under the ushers' table) and direct them towards the "family" area if not already occupied.</p> <p>If the nursery attendant has to step away temporarily, watch over the children in the nursery until the attendant's return. <u>Do not leave children unattended!</u></p>
<p><u>During Service</u></p> <p>At the Peace</p>	<p>Sit at the back of the church.</p> <p>Be ultra-aware of any needs of the clergy or congregation and act accordingly.</p>	<p>Sit at the back of the church.</p> <p>Be ultra-aware of any needs of the clergy or congregation and act accordingly.</p> <p>Get the children from Sunday school, if needed (inform the teacher(s) when the passing of the peace starts).</p>

At the Offertory	<p>Assist oblation bearers, if needed, to bring up the oblations. Ushers lead, walking forward with the offering plates.</p> <p>Take-up the collection.</p> <p>Bring the collection to the front of the altar while the Doxology is being sung.</p> <p>Close the communion rail.</p>	<p>Assist oblation bearers, if needed, to bring up the oblations. Ushers lead, walking forward with the offering plates.</p> <p>Take-up the collection.</p> <p>Bring the collection to the front of the altar while the Doxology is being sung.</p>
At Communion	<p>Release people, pew by pew, to take communion.</p> <p>If someone is not able to come forward, but wishes to take communion, indicate this to the clergy when you go up to take communion (you receive communion last).</p> <p>Open the communion rail after you receive communion. Return to the back of the church as unobtrusively as you can.</p> <p>Complete the Usher Report Form.</p>	<p>Release people, pew by pew, to take communion.</p> <p>If someone is not able to come forward, but wishes to take communion, indicate this to the clergy when you go up to take communion (you receive communion last).</p> <p>Open the communion rail after you receive communion. Return to the back of the church as unobtrusively as you can.</p> <p>Complete the Usher Report Form.</p>
<u>After Service</u>	<p>Collect worship materials from parishioners leaving.</p> <p><i>In teams of two*, sort through the collection plates:</i></p> <ul style="list-style-type: none"> • Cash, checks, birthday offerings in the small pouch, and envelopes go into the money bag and are dropped into the safe. • Make sure the completed Usher Report Form is also in the money bag. • Double-check that the money bag drops into the safe. • Prayer requests and visitor cards go into the clergy inbox. • Other items, unless otherwise indicated, should go into the clergy inbox. 	<p>Collect worship materials from parishioners leaving.</p> <p><i>In teams of two*, sort through the collection plates:</i></p> <ul style="list-style-type: none"> • Cash, checks, birthday offerings in the small pouch, and envelopes go into the money bag and are dropped into the safe. Make sure the completed Usher Report Form is also in the money bag. • Double-check that the money bag drops into the safe. • Prayer requests and visitor cards go into the clergy inbox. • Other items, unless otherwise indicated, should go into the clergy inbox.

	<p>Check the pews for any paper, trash, or personal items left behind.</p> <p>Bring any personal items you find to the lost and found, located on top of the file cabinet in the office.</p> <p>Bring extra Sunday news and lesson sheets to the Main Church.</p>	<p>Check the pews for any paper, trash, or personal items left behind.</p> <p>Bring any personal items you find to the lost and found, located on top of the file cabinet in the office.</p> <p>As needed, remove inserts from the bulletins (if the bulletins are to be reused). If the inserts will not be reused, put them in the recycling box; if the bulletins will not be reused, put them in the recycling box.</p> <p>Make the rounds of the campus, making sure all doors are locked and all windows are closed and locked before you leave.</p> <p>If you need to leave but others are still using church facilities, lock the doors and prop them open, letting those still around know that they are responsible to ensure the security of the area(s) they are using before they leave.</p>
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*It is the policy of the Diocese that money is never handled by any one person alone. Therefore, two unrelated parishioners/clergy, at a minimum, must be present when storing the money in the money bag and putting it in the safe.