

St. Philip's Episcopal Church
P.O. Box 10476
Southport, North Carolina 28461
(910) 457-5643

CUSTOMARY
for
USHERS

1. Please arrive 30 minutes prior to the service. The first usher name in the bulletin will be Usher Captain for that service. The Captain's responsibility will be to assure that all that follows is accomplished in good order. Should someone who is scheduled to serve be absent, ask someone in the congregation to assist and team them with an experienced usher.
2. The Captain should ensure that all bulletins and other handouts and hymnals (*check the bulletin to make sure we pass out the LEVAS and/or WLP hymnals as needed*) are ready to be passed out and that greeters and ushers are present and at their stations. **ALL USHERS AND GREETERS SHOULD WEAR NAME TAGS KEPT IN THE DRAWERS OF THE STAND IN EACH NARTHEX.**
3. Make sure the doors have been unlocked, the lights turned on, and that if the AC/Heating needs to be adjusted that you notify the Vestry Person of the Day.
4. Check the pew racks, Books of Common Prayer and Hymnals and remove any bulletins and other papers that might have been left from a previous service/activity.
5. Make sure that the offering plates are on the credence table in the rear of the nave.
6. One usher and one greeter should be stationed at each narthex entrance (Moore Street & Dry Street) to hand out bulletins (one per couple). The Captain should check the bulletin to see if an alternative hymn book will be used that day. Other ushers should stand inside the nave of the church to assist worshippers and visitors, and to hand out additional hymnals as necessary.
7. Greeters and ushers should invite visitors to sign the guest register and fill out a pew card. Assist with placing food offerings in the food baskets. **PLEASE KEEP THE DOORS BETWEEN THE NARTHEX AND THE CHURCH SANCTUARY CLOSED PRIOR TO THE START OF WORSHIP SERVICES. IT HELPS KEEP THE CONVERSATIONS IN THE NARTHEX FROM BEING HEARD IN THE CHURCH.**
8. Ushers should assist visitors with seating and should seat them near a member whenever possible. When the nave is crowded please invite regular members to sit upstairs and assist arrivals with finding a seat.
9. Once the service has begun the greeters may join the congregation until the Offertory is announced. The ushers should assist latecomers in finding a seat as quietly as possible. Ushers should count those present during the sermon (don't forget the balcony) and fill in a count card found in the drawer of the stand in each narthex. The count card should be placed on top of the offering plate when presented at the offertory.
10. At the Offertory one usher should collect the offering from those seated in the balcony. The other ushers are to proceed down the center and left side aisles to the front pew and begin the collection of the offering in the nave. Once the

offering is collected the ushers/greeters, at a signal from the celebrant, are to process to the altar in the following order: Greeters with the Bread and Wine first (*Bread bearer on the right and Wine bearer on the left as you face the altar*), followed by an usher with the offering plates, and finally by an usher/s with the food basket. Walk all the way up to the altar without stopping and hand the Bread and Wine to the Deacon/Celebrant. The next gift presented is the offering plate, followed by the food basket which is placed on the floor in front of the Altar. As each presenter passes their offering to the Deacon/Celebrant they are to step aside and allow the next presenter to come forward. All ushers are to then recess back down the center aisle to the rear of the nave.

11. At the communion the choir and acolytes will commune first. Ushers should station themselves thusly: two in the center aisle, next to the front pew; one on the left side and one on the right side. The second set of ushers will invite the congregation to line up behind the first two ushers, who will step aside and direct the parishioners to the altar rail once those who were taking communion have all departed. The ushers in the front will wait until all those taking communion have departed the altar rail before allowing the next group to move forward. The Ushers are then to invite the congregation to the altar rail beginning with those in the balcony and those in the pews on the left side facing the altar. Direct the members to fill in the altar rail on each side beginning at the center and working to the outside. Those coming to the altar for communion may commune on either side depending on the length of the lines. Once they have communed members are to return to their pews by the side aisles.
12. Ushers should receive communion last. The usher Captain should observe those not proceeding to the communion rail and identify those who would like communion brought to them in their seats. When the celebrant is ready the usher Captain will escort them to those receiving communion in their seats.
13. After the service is over the ushers should open all doors to the narthex and assist anyone needing help to the exits. Ushers should then return all hymn books and Books of Common Prayer to their appropriate racks, and remove all bulletins and other papers and items left behind.
14. When finished, close the doors between the nave and narthex and turn off the lights using the switches by the entrance to the sacristy hallway.

Thank you for your service and ministry to the Lord.

Revised January 2010

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**CUSTOMARY
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GREETERS**

- 1. Please arrive 30 minutes prior to the service.**
- 2. Stand at each entrance door to greet members and visitors. Handout bulletins and other materials as needed, providing one bulletin for each couple or individual. Assist with opening doors if possible. Please keep doors between the narthex and nave closed before services to help with noise control.**
- 3. Try to identify visitors. Ask visitors to sign the guest book in the narthex and to fill out visitor cards located in the pew racks.**
- 4. Give each visitor a cross and help them with locating the restrooms, the nursery and the location of coffee hour. *(If appropriate ask an ushers or a member of the church to escort them to these locations.)* Ask ushers to seat visitors.**
- 5. Assist ushers at the Offertory by carrying the Bread (on your right facing the altar) and the Wine (on your left facing the altar) at the presentation of the gifts. Greeters will lead the procession at a signal from the Celebrant. Once you have presented the Bread and Wine step aside to allow the other gifts (offering plate & food basket) to be presented. Once all gifts have been presented follow the ushers to the rear of the nave by the center aisle.**
- 6. After the service see that visitors are escorted to the coffee hour and introduced to members, if they wish.**

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