

## The Piedmont Episcopal Church - Ushers Guide

1. Try to arrive at church by 9:30 A.M.
2. Open the door for people and greet them as they enter the church.
3. Hand out bulletins.
4. Assist people in finding seating, especially visitors.
5. Make visitors with children aware of the nursery and Sunday School and or provide them with a children's "church packet."
6. Following the service invite visitors to stay after church for the social hour.
7. Collect offering beginning at the front of the left hand side of the church facing the altar, then both sides of the center pews beginning at the front, and lastly the right hand pews again beginning at the front. At the beginning of the Doxology or Song of Thanks, take the offering plate forward to the altar and hand it to the acolyte. On Sundays when there is communion, the usher and altar care person should walk together to the altar with the offering plate and host and wine.
8. If anyone wishing to take communion is unable to come to the altar rail, especially visitors, alert the clergy so that they are not overlooked.
9. Count the number of worshippers in attendance (choir, acolytes, clergy, children returned from Sunday School and all other worshippers), and give a count to the clergy on a slip of paper when the offering is taken to the altar.
10. Direct worshippers to the altar rail for communion in the same order as the offering is collected.
11. Following the service, straighten pews and kneelers, replace hymnals and prayer books in their proper places, and gather and discard any remaining bulletins or other paper into the recycling bin just outside the worship space.
12. Assist the vestry person on duty by counting the loose offering with them in the office.