



St. Christopher's Episcopal Church Pensacola, Florida Guide for Ushers

Ushers at St. Christopher's function first and foremost as our 'hospitality team.' This is ultimately a ministry of welcome. As you hand each person a bulletin, smile and tell them that you are glad that they are worshiping with us today.

Arrival Time

- Please arrive 20 minutes prior to the start of the service.
- Wear your name tag.

Before the Service

- Locate bulletins in the back of the church. Divide these among the Ushers and be sure to place some on at both side entrances at the front of the church.
- Hand out bulletins and welcome people as they enter the church.
- Direct parents with young children to the crayon bags.

At the Beginning of the Service

- Close main doors after Clergy, Acolytes and Chalice Bearers enter following the prelude.
- Help late arrivals find seats.

During the Service

- Just before the end of the sermon, the Ushers should go out and let the Sunday school teachers know that they have about five minutes until the "Peace" when the children will enter the service for communion.
- Following the Peace at the 10:30 service, Ushers ensure that two Oblationers are ready to carry the elements (wine and wafers) to the altar. (At the 8:00 service the Greeters act as Usher and Oblationers.) It is helpful if when facing the Altar, the Oblationer on the **right** holds the wafers while the Oblationer on the **left** holds the wine. This allows the Celebrant to easily receive the Cruet (wine) and Ciborium (wafers) and place them in the correct position on the table.
- Oblationers start down the aisle when the offertory music begins. At the 10:30 service, the Oblationers go all the way up the steps of the altar before handing the elements to the

Celebrant. At the 8:00 service the Oblationers stop before the communion rail and hand the elements to an Acolyte.

Collecting the Offering

- Four Ushers (at 10:30) follow the Oblationers down the aisle and receive the offertory plates from the Acolyte standing at the communion rail. Since there are four Ushers the first two step aside and then the next two come forward to collect their plates. As noted before, at the 8:00 service there are two Greeters that act as Ushers and Oblationers. The number of plates always equals the number of Ushers.
- Oblationers should return down the side aisles to their seats (unless they doubling as the Ushers at the 8:00 service).
- Two Ushers turn and walk down the center aisle to pass the plate. The two remaining Ushers go to the outside aisles to pass the plate.
- When finished collecting, the Ushers gather at the font in the rear of the church and wait for the Offertory Anthem to begin. The organist can see you from her TV monitor and is waiting on you to get into position before starting the anthem. When the anthem begins, the Ushers proceed down the aisle together and hand their plates to the Acolyte that is ready to receive them. Once the offering is received, bow together and leave the altar area by the side aisles.

During Communion

- At the 8:00 service, parishioners proceed to communion on their own. At 10:30, two Acolytes send people down one row at a time.
- These Acolytes and the ushers come forward last to receive communion.
- It is important to keep an eye on traffic flow. Acolytes should let a short line form at the front of parishioners waiting to receive communion. Never leave the clergy waiting for people to come forward. If ushers see that this is happening at the 10:30 service, gently remind the acolytes to move a little faster.

After the Service

- Close the rear doors after parishioners have left the Nave.
- Collect bulletins from the pews and place them in the recycle bin in the closet at the rear of the Nave.
- Return coloring bags to their places behind the last pew.