

St. John' Usher Guide (4 Ushers) Revised 7/23/2023

	LEFT USHER	CHANCEL USHER	CENTER USHER	RIGHT USHER
USHER'S NAME				
PRELUDE	Ring Opening Bell following Prelude	Ring Opening Bell following Prelude	Ring Opening Bell following Prelude	Turn on Sanctuary Fans
ATTENDANCE COUNT		Count Attendance	Count Attendance - Record Total	
LORD'S PRAYER BELL				Ring Lord's Prayer Bell and then hurry back down to get in line up for the Offertory
OFFERTORY USHER LINE UP AT REAR OF CHURCH	Line up Front Left at the rear of church, proceed forward and assume Far Left position to receive your Offertory Plate	Line up Back Left at the rear of the church, proceed forward and assume a Middle Left position to receive your Offertory Plate	Line up Front Right at the rear of church, proceed forward and assume the Far Right position to receive your Offertory Plate	Line up Back Right at the rear of church, proceed forward and assume the Middle Right position to receive your Offertory Plate
OFFERTORY COLLECTION	From your Left position, peel off to left wing and left outside rows to pass Offertory Plates	From your Center position, pass Offertory Plates for center Left rows	From your Right position, peel off to right wing and right outside rows to pass Offertory Plates	From your Center position, pass Offertory Plates for center right rows
OFFERTORY RETURN		Return Offertory Plates to Pator	Return Offertory Plates to Pastor	
COMMUNION PROCESS	<u>Proceed up Left Outside Isle</u> to release left wing for Communion and then move to the Communion exit stairs to help anyone needing assistance descending the stairs	<u>Proceed up Center Isle to Chancel position and control Communion flow; filling the rail as much as possible.</u> (If needed, close and lock rail gates and put down kneeler pad.)	<u>Proceed up Right Outside Isle</u> to release right wing for Communion and then move to Communion exit stairs to help anyone needing assistance depending the stairs	<u>Proceed up Center Isle and release rows to Chancel Usher</u>
CHOIR RECEIVES COMMUNION	Choir will automatically move forward for Communion	Choir will automatically move forward for Communion	Choir will automatically move forward for Communion	Choir will automatically move forward for Communion
USHERS RECEIVE COMMUNION	Regroup with Ushers at Communion Rail. Wait for Chancel Usher to be in place at rail before Communing. Depart Right.	Prior to Usher's Communion, remove kneeler pad, unlock and open rail gate. Receive Communion together with Ushers. Notify Pastor of any Congregants needing Communion in their pews. Depart Right	Regroup with Ushers at Communion Rail. Wait for Chancel Usher to be in place at rail before Communing. Depart Right.	Regroup with Ushers at Communion Rail. Wait for Chancel Usher to be in place at rail before Communing. Depart Right.
POST SERVICE	Sanctuary Recovery	Sanctuary Recovery	Sanctuary Recovery	Turn off fans and lights