

St. John's Episcopal Church
North Haven, Connecticut



Usher Assignments:

April/May 2024

Date	Service Time /Name	Ushers Name
April 28, 2024 Rev. Thomas Peters	9:00 AM Communion	Denise Krause Daniel Krause
May 5, 2024 Rev. Victoria Miller	9:00 AM Communion	Goldie Adele Alan Fredricksen
May 12, 2024 Rev. Thomas Peters	9:00 AM Communion	Nancy Damone George Schmeizl
May 19, 2024 Lay Leadership	9:00 AM No Communion	Charlotte Copenhaver Mike Copenhaver
May 26, 2024 Rev. Thomas Peters	9:00 AM Communion	Joe Carafeno Carl Kinell

If you cannot serve on a scheduled Sunday, please find a replacement. Please let me know that you have made a change so that I can update my records.

Contact Information:

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Usher Duties

Indoor Services - 9:00 AM

Before Service Begins

1. Arrive 15-30 minutes before the service begins.
2. Assure that sidewalks are passable (if snow or foul weather has occurred).
3. Assure that all 3 doors are unlocked. Lock down panic bar with Allen wrench.
4. Open four windows with signage. Keep fans off (to reduce COVID transmission risk)
5. Check and adjust lights (including pulpit, choir, altar) before the service begins.
6. Check to see if speakers are on. If not, follow sound system procedure for turn-on (see page 2)
7. Check to see that bulletins are available for distribution.
8. Greet everyone and give bulletins to all as they arrive. Make them feel welcome, regardless of if they have attended for 50 years, or are brand new. Be alert to arriving parishioners who need assistance or who August questions (if unfamiliar with St. Johns).
9. Direct families with children to the location of the "art" supplies. Parents can also be directed to the Guild room should they wish to remove loud children for some cool down time.
10. Ring the bell five minutes before the service at regular intervals five times.

At the Beginning of the Service

1. Record the attendance on the slips of paper provided in the drawer of the table. Write down the date and time of the service as well as count. This should be done quietly during the first lesson. Remember to count everyone in the building including those in the kitchen, the nursery and the Great Hall. (Don't forget clergy and choir.)

Collection Time

1. Collection will occur during Holy Eucharist services as well as during Liturgy of the Word.
2. As attendance dictates, ushers can solicit volunteers to assist with collection.
3. Gather the collection from the two (or four) plates and place them in the purple sack.
4. An usher will take the collection

plate up to the altar on one of the plates and hold it aloft as the Rector blesses it along with the wine and wafers or present to Officiant.

Communion Time (Holy Eucharist services only)

1. Ushers generally agree in advance who is going to “throw”. No need for usher for “catch”. 2. Move small table to base of the stairs
3. Following the choir and the acolytes, one of the ushers should receive and then stand in center aisle to direct congregants up for communion (“throw”). Attempt to keep a small line of people waiting to go forward for communion. Try to maintain social distance but also avoid gaps. 4. Look for, ask when not sure, if anyone in the congregation needs assistance and would like to receive at their seat. Then inform the priest and stand near person.

After Service is Over

1. One usher stands at the front door to assist those leaving the church.
2. Direct parishioners to coffee hour in the Great Hall. Greet new people and converse with them.
3. Second usher collects bulletins and any trash left in the pews after the church is empty and puts them in the recycling bin/garbage.
4. Turn off sound system. (See instructions)
5. Close windows following the service.
6. Unlock the panic bar and then lock the doors
7. Turn off all lights. Make sure dimmer switch light goes out.

Sound System turn on

1. Test the sound system by tapping on the Lectern Microphone.
2. Open the sound system cabinet (the key is on the key ring with the sacristy key in the Acolyte's robe closet).
3. Insure that the bottom component power switch is off (out).
4. Turn on top component power switch.
5. Wait 5 minutes.
6. Turn on bottom component
7. Close and lock cabinet and return key to Acolyte closet

Sound System turn off

1. Open sound system cabinet
2. Turn off bottom component (power switch is out)
3. Turn off top component
4. Close and lock cabinet and return key to Acolyte closet