

Customary for Ushers

**St. Philip's Episcopal Church
118 West Poplar Street
Harrodsburg, Kentucky 40330**

Preparation for the Service

Please arrive at least 20 minutes prior to the service to welcome worshipers and to make sure the service bulletins are assembled. Place a red "Usher" ribbon on your lapel/shoulder to help identify you to our guests. (The ribbons are kept in the right side drawer of the Welcome Table.) Check with the priest to see if there are any special instructions for the service.

Ring the bell 10 minutes before the service and again as the service begins.
Prior to the Offertory, count the number of people present.

As People Enter

Make sure that everyone receives a bulletin.

If you notice that someone is a guest, introduce yourself and give them a bulletin. Show them where the hymns and other specifics are printed in the inside front cover of the bulletin. Ask whether they are familiar with the service. If not then seat a regular attendee next to or immediately behind the guest so that the regular attendee can provide assistance in following the service if needed.

Please ask guests to fill out a blue Guest Card before leaving. (Send the Guest Card to the church office.) Give them extra literature available when appropriate such as devotional booklet, newsletter, brochure, pamphlet, leaflet, etc.

At the Offertory

After the announcements the priest will give the offertory sentence. Examples of the offertory sentence are "Ascribe to the Lord ..." or "Walk in love ...". The priest, chalice bearer and server will walk up the altar steps to the altar. When they begin walking toward the altar steps, position yourself at the oblation table (the table with the bread and wine on it). Pick up the bread and wine to carry to the front of the church. Carry the breadbox in your left hand and the wine cruet in your right. (Leave the silver tray on the oblation table.)

The chalice bearer will move to the alms table and pick up the alms basin(s). When the chalice bearer moves to the alms table, begin walking up the aisle with the bread and wine.

Stop at the center of the altar rail. Hand the bread and wine to the server. Make a slight bow. Tell the server the number of people present.

Accept the alms basins from the chalice bearer, make a slight bow and whisper "Thank you."

Turn to your left and walk down the aisle and accept tithes and offerings from the congregation. Wait at the back of the church while the offertory music is concluded and preparations at the altar are completed.

When the singing of the Doxology begins (“Praise God from whom all blessings flow ...”), walk up the aisle to the altar rail. Hand the alms basin to the chalice bearer and make a slight bow. Then turn and return to your pew.

Miscellaneous tips

Please be prepared to tell or show any guests where our restrooms are and where refreshments can be found after worship.

Please be prepared to find a first aid kit, either in the sacristy (window sill), or in the bathroom (shelves) of the CER building.

We have a wheel chair available in the vesting room of the CER/Annex building.

**** Remember! You may be the first person worshipers meet that day
so your presence is important and is appreciated. ****

Thank you for serving and for being available in this ministry of hospitality.

Usher's Prayer

Lord, in your love you gather your people this day, help me to serve them in a Christ-like manner, even as your son Jesus served those who gathered about him. Make me prayerful, patient, helpful and understanding, and may I radiate the joy that faith brings as I serve their needs. Give me your strength to support my fellow ministers. May all who assemble to celebrate our common faith in the risen savior be glad of heart for being here and for having encountered your son in one another, in our priest, at the tables of the book and the bread, and through the ministry of ushers like me. I ask this in Jesus' name. Amen.