

Worship Customary

St. Francis in the Fields Episcopal Church

9:00 and 11:15 am

Usher

Before Worship

1. Arrive at the church twenty minutes prior to the scheduled start of the liturgy.
2. Check to make sure there are worship leaflets at the back of the church near the narthex doors.
3. Determine which usher will cover which part of the church during communion.
4. Please keep the doors to the sanctuary closed and open them for parishioners as they arrive.
5. Greet all worshippers and hand them a leaflet when they enter.
6. If a someone indicates that they are new, please let them know about our Connect Card.
7. If a new family arrives, please let them know about nursery and Children's Chapel.
8. Give directions to restrooms, nursery, etc as necessary. Please assist anyone with mobility issues.
9. Use the counter as people enter the building to keep track of how many people are attending.

During Worship

1. Sit in the back of the church and be ready to welcome late-comers.
2. Keep an eye on the congregation during the service. If you notice a problem or there is a health emergency, please respond and alert the Verger or another member of Clergy. If the police or medical first responders need to be alerted, the ushers are authorized to make those calls on behalf of the parish.
3. Count every person in worship, including clergy, choir and children. Record the final count on the attendance slips at the back of the nave.

At the Peace and Offertory

1. After the Peace, all the ushers gather in the back of the church near the doors. One usher will take the bread and wine. Once the Priest has announced the Offertory Sentence, please come forward.
2. The first usher hands the bread and wine to the acolyte, and then the others receive offering plates from the other acolyte.
3. Pass the plates along each pew, including in the transepts and balconies. When you reach the back of the church, please wait quietly in front of the doors.
4. When the organist begins the Doxology, two ushers bring up all four offering plates and give them to the acolyte.
5. Reverence the altar slightly and return to your seat.

During Holy Communion

1. After the invitation, two ushers station themselves in either transept. Two other ushers station themselves on the outside of the main pews in the nave.
2. The choir communes first. As soon as the choir arrives at the altar rail, dismiss the people in the transepts. Keep people moving toward the rail so that there is not a lag in communion.
3. After the pews in the nave have been dismissed, dismiss the balconies.
4. After the people have communed, come forward to receive communion. If there is anyone who, due to mobility issues, cannot come forward for communion, indicate this to the priest at this time.

After Worship

1. When the concluding hymn begins, open the main doors.
2. Two ushers stand at the back to say goodbye and to collect leaflets as the people leave.
3. After everyone has dispersed, go through the pews to collect any left over leaflets and restore prayerbooks, etc.
4. Finally, take the attendance sheet and place it on top of the parish register in the Tyler Room.