



**The Episcopal Parish of
ST. JOHN THE EVANGELIST
Hingham, Massachusetts**

USHER INSTRUCTIONS for a typical Sunday 10am service

→ Prior to the service:

- Put on Usher Ministry name tag
 - Greet people and hand out bulletins.
 - If junior ushers are present they should hand out bulletins while the adult ushers meet and greet parishioners.
 - Make sure the Book of Common Prayer under the bell rope in the Narthex is open to the correct Eucharistic Prayer for the day.
 - Make sure the two pews are roped off for church school teachers.
 - At heavily attended services be prepared to help people find seats.
 - At no time should chairs be placed in the main aisle as this would interfere with the safety and movement of the processions.
 - Overflow congregation may be seated in the chapel, in the side aisle leading to the chapel, in the Thayer Room and in Upper Weld Hall where monitors are available to watch the service.
 - Be sure to turn chapel lights on.
 - Those in the Narthex must move out of the line of procession before the recessional hymn. Folding chairs are stored in Upper Weld Hall.
 - **Make sure the doors to the Church Office and Music Office are locked.**
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The Holy Eucharist, Rite II at 10:00 am

ORGAN PRELUDE

INTROIT *Sung by the Choir*

➡ **Once the Processional has begun:**

- **Move to the center of the aisle.**
- **Do not allow latecomers to enter the main aisle until the last clergy has reached the chancel steps.**

All stand to sing

HYMN

OPENING ACCLAMATION

COLLECT FOR PURITY

THE GLORIA Sung by all

THE COLLECT OF THE DAY

THE WORD OF GOD

The people are seated for the readings.

THE LESSON

PSALM

THE EPISTLE

The People stand to sing

SEQUENCE HYMN

THE GOSPEL

THE SERMON

All stand to recite

THE NICENE CREED

All kneel for the
PRAYERS OF THE PEOPLE

THE CONFESSION & ABSOLUTION

All stand for
THE PEACE

After The PEACE and before the WELCOME & ANNOUNCEMENTS

- Open the pews for the church school teachers.
- Ring the buzzer located at the base of the Tower Room stairway.
- Verbally notify the group in the Tower Room that time is up.

WELCOME & ANNOUNCEMENTS

At the conclusion of the WELCOME AND ANNOUNCEMENTS portion of the service, ring the buzzer a second time to alert the school teachers and children to start gathering in the rear hallway of the church.

THE HOLY COMMUNION

THE OFFERTORY

Offertory Anthem



As the Offertory Anthem begins:

- Line up by two at the back of the main aisle w/ junior ushers in front.
- The front ushers carry the wine and wafers with the wine on the left (handle facing front) and wafers on the right.

When the acolytes are ready at the altar rail:

- Begin to process up the aisle.
- Upon reaching the front hand the elements to the acolyte, wine first.
- Once the elements are handed over each usher takes an offertory plate and steps to the side (left to left, right to right), making room for the second set of ushers to step forward in the middle.
- When all ushers have a plate bow slightly as a group to the acolyte and turn around (toward the center) to face the congregation.
- Process down the chancel steps to collect the offering. The center ushers continue to the back of the church to begin taking the offering while the outside ushers begin collecting at the front pew.
- Once the collection is complete proceed to the back of the church and line up by two facing the front.

*As the gifts are presented at the Altar, all stand to sing
Offertory Hymn*

- ➡ **At the start of the Offertory Hymn (or when the acolytes are ready):**
- Proceed to the altar rail.
 - Present the offertory plates to the acolyte one at a time; front ushers stepping to the side as before.
 - Once all the plates have been collected, wait until they have been presented to the celebrant and blessed.
 - Bow slightly to the altar and turn left to exit through the chancel door next to the choir.
 - One usher returns to the back of the church via the hallway to the Narthex and prepares to ring the church bell during The Great Thanksgiving Prayer.
 - One usher remains behind to (1) count all church school children and teachers as they enter the Sanctuary and (2) close the door *after* the church school children have processed into the Sanctuary.

THE GREAT THANKSGIVING Eucharistic Prayer A (BCP p. 361), B (BCP p. 367), C (BCP p. 369), or D (BCP p. 372)

THE SANCTUS

THE LORD'S PRAYER

*After the Celebrant breaks the consecrated Bread all sing the
FRACTION ANTHEM*

THE HOLY COMMUNION

- ➡ **At the start of Communion:**
- Before ringing the church bell, open the Tower Room door, to enable Parishioners to hear the church bell more clearly.
 - One usher or junior usher rings the church bell at the prescribed times noted in the Book of Common Prayer located on the shelf beneath the bell, supervised as necessary by one senior usher.
 - As the choir stands to go to the communion rail two adult ushers proceed to the front pew and face the altar.
 - Open the door to the rear hallway beneath the pulpit.

- Allow people to proceed up the chancel steps after the choir begins to return to their seats.
- Manage the flow of the congregation as they move up to the communion rail. Ideally there should be people waiting in the chancel but not on the steps as the railings should be left free for use.
- If there are any congregants that are physically unable to take communion at the rail take note and let a server/acolyte know when you are at the rail to take communion.
- The ushers proceed to the communion rail at the end of the line.
- When the ushers have taken Holy Communion, move the kneeling pad in front of the altar rail to one side, to let the celebrants walk down to any parishioners desiring to receive Holy Communion in the pews.
- After receiving communion make sure that the door below the pulpit is closed, then return to the back of the church.

MUSIC DURING COMMUNION

Communion Antiphon

Communion Anthem

Communion Anthem

Communion Hymn

Kneeling, the People join in saying the

POST-COMMUNION PRAYER

THE BLESSING

The Celebrant pronounces a blessing then all stand to sing

HYMN

THE DISMISSAL

POSTLUDE

 **At the conclusion of the service:**

-After the Postlude is concluded, ushers and/or junior ushers go through the pews to straighten the kneelers and pick up any bulletins or trash left behind.

Thank you for your service to St. John's!

Usher Manual – Appendix One

Parish of St. John the Evangelist – Procedure for ushers to take attendance at 10:00 AM service:

- Digital attendance counters and paper tally sheets will be located in the sacristy office, in the drawer near the corridor leading into the sanctuary
- The church administrative assistant will place one counter and one tally sheet in the basket at the rear of the church with service bulletins for the Sunday service
- If the counter and a tally sheet is not in the basket with the service bulletins, ushers will bring one counter and one tally sheet to the back of the church by 9:45 AM and begin counting as the congregation enters the church prior to the service
- As the procession begins it will be easy to count the clergy, servers, acolytes, and choir at that time. Be sure to include the organist and any special musicians in the count
- After the offertory, when the church school teachers and children enter the church, one usher must count the children and Sunday school teachers, and add this number to the total
- After the service, place the counter back in the correct sacristy drawer, and attach/clip the attendance sheet on the church register (on the counter top directly above the drawer for the counters). Do not write the attendance figure in the Church Register.

Directions to operate the attendance counters:

- Turn the digital counter on or off, by holding down the on/off/reset button at the top of the counter. Make sure that no digital figure shows in the display area
- To record attendance, press the pink or green button on the counter
- To silence the counter, hold down one of the pink or green buttons on the counter until a small noise is heard, signaling that sound will not be heard when clicking either the red or green buttons on the counter

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