

Guide for Ushers

- ❖ There is two report times when ushering: For Orthros (at Church by 8:50 a.m.), and for Divine Liturgy (at Church by 9:50 a.m.).
- ❖ Please wear the lapel tag identifying you as a member of the Parish Council.
- ❖ During Orthros and Liturgy, please remain in the Narthex, with one usher stationed at the Pangari (candle stand). Greet people warmly as they enter and encourage newcomers to sign the Guest Register. Remember, there is no better source of public relations than a warm welcome at the door. Even though greeting people after they enter the Church is important, keep the conversations to a minimum. Excessive or loud talking in the Narthex can easily interrupt the worship of those sitting in the back of the Church and can even distract Father.
- ❖ Toward the end of Orthros, Father will cense the entire Church. After he finishes, rope off the center aisle.
- ❖ Rope off the first pew only if there is a Memorial Service. Otherwise, encourage people to sit up front.
- ❖ Remove candles before they burn down completely into the sand. A metal canister, located underneath the center of the candle stand, has been provided for the disposal of used candles.
- ❖ When the Doxology begins, turn on the lights and chandeliers in the Church.
- ❖ See the below “Guidelines for Respectful Worship” for times when no one should be moving about and ushers should make people wait in the Narthex. To observe respectful worship guidelines, they should not enter the Church until that segment is completed.
- ❖ At the Great Entrance, take the rope off the center aisle to allow the procession to pass.
- ❖ At Communion, let children and the choir go first, then release the people in an orderly fashion, one pew at a time, front to rear of the Church as per Fathers instructions to the congregation. Try to stay in tandem as you move from the front to the rear of the church.
- ❖ The collection trays should be passed after the close of the Liturgy. Don't forget the upstairs loft.
- ❖ Make a conscious effort to welcome visitors during Fellowship Hour.
- ❖ At the conclusion of services, the person assigned to “Close” must be sure to secure the buildings and gates when everyone is gone. Please double-check that the inside lights and especially the upper loft lights in the Church are turned off. Extinguish all candles; lock the outside metal gates and then the main doors. All monies should have been transferred by the counting teams.
- ❖ If you are unable to be at Church when scheduled, it is *your* responsibility to get in touch with another Parish Council member to be your replacement.

Guidelines for Respectful Worship

Probably the most important duty that we each have as worshippers attending church services is to do all that is in our power to see that a proper decorum and atmosphere is maintained so that all of the congregation is able to pray sincerely, peacefully and meaningfully.

It is with this fact in mind that we have set forth the following guidelines:

Upon entering the Church, at all times, but especially during services an individual should remember that he or she is in the House of God. Reverence and good manners are required so as not to disturb those who are already engaged in prayer, but, even more importantly, as an expression of sincere faith and awareness of the presence of the Lord. No irrelevant conversations should take place, either in the Narthex or in any part of the Church.

According to actual church service procedures, each and every member of the congregation is required to be seated in the pews at the beginning of the service. It is only by leniency that anyone is allowed to enter the Church once the services have begun. As leaders of the community it behooves us not to take undue advantage of this leniency. We need to set the example.

There are several parts of the service during which no one should be moving about. Wherever a person happens to be at these moments, he or she should stop and stand reverently, until the proper time to proceed. These parts of the service are:

1. The Procession of the Priest and Altar Boys with the Gospel;
2. The reading of the Gospel and Epistle;
3. The Cherubic Hymn and the Great Procession of the Priest and Altar Boys with the Holy Gifts;
4. The recitation of the Nicene Creed (in which the entire congregation should participate);
5. The prayers of the consecration of the Holy Gifts;
6. The Sermon

One basic rule to follow is that, whenever the Priest is facing the people or outside of the Altar, either with the censer or giving the blessing, everyone should stand wherever they are.

Please remember that the Parish Council members and the ushering staff are required to keep order during services, and all should follow their instructions at all times.

Usher's Checklist

Before Liturgy:

- Light candles above icons in Narthex
- Clean icons in Narthex
- Pull empty red candles from solea and return to narthex. Throw away inserts & refill red glass with new candle insert and place in the pangari.

During Liturgy:

- Keep candle supplies full in pangari
- Oversee lit candles
 - Remember these represent peoples' prayers rising up to heaven, so let them burn as long as possible.
- Unhook rope during procession
- Send note to Fr. Dean in altar if visitors sign in
- Lean Communion lines
- Give change for candle donations
- Bundle \$1 bills in 20's with rubber bands
- Put donations in appropriate blue bags (Stewardship, Candle \$, Tray, Other)

After Liturgy:

- Pass trays (remember choir loft)
- Dismiss congregation
- Clean narthex candles, sift sand, flatten and impress cross
- Blow out candles above icons (and at base of stairs on other side of door, St. Nicholas)
- Clean pews, straighten books.
 - Liturgy book – Bible, with Creeds in front – Liturgy book
- Lock stairwell door to church school classrooms
- Check windows in aisles to make sure they are locked
- Close golden gates at entry to church
- Lock church front door
- Turn off lights

Closing Checklist

Doors to lock:

- Fr. Dean & Jillian's Office
- Bookkeeper's office
- Fence to office porch
- Kitchen door downstairs. **This door often gets left open by extending the deadbolt. It may LOOK closed, but be sure to check it**
- Back hall door
- Large gate on 12th
- Large gate on E. Howell
- Small gate to parking lot
- Small gate to handicap parking
- Back doors to church
- Back gates to church **VERIFY EVERYONE IS OUT OF THE CHURCH and then lock the gates. If not, you may lock someone in with no way of exiting.**
- Set alarm