

***“Serve Him faithfully with all you heart; consider what great things He has done for you”
I Samuel 12:24***

USHER DUTIES

“A” Usher – On Duty Promptly at 8:45 AM

Check:

1. Open center doors for incense during Orthros and close after.
2. Front door unlocked
3. All necessary lights on
4. Pew materials organized and neat, including guest cards and service books in place in pew racks
5. Check general area of the church—icons cleaned, trays in place, etc.
6. Get gold Bible for Epistle reading out and ready
7. Check supply of memorial envelopes, church bulletins, and candle supply at Pangari.
8. Check votive candle stands. Clean, new candles in place when needed. Please make sure there is a candle available for parishioners to light votive candles.
9. Light a 7-day candle and place in the relic stand.
10. Make sure the two candle stands on the Solea are plugged in.

“A” Usher is in charge of all usher functions.

1. Check with Father to see if there is a memorial service, Artoclasia service, churching, etc. (If you cannot find the Epistle reading for the week, take the Bible into the altar and ask Father for help). If needed for a memorial service, place reserved signs on the first one or two pews.
2. Take position behind the Pangari. Assist in making change, keep track of the seven day candles.
3. Light the seven day candles after the Creed.
4. After we kneel, make sure the seven-day candles are taken to the front of the church.
5. At the end of the service, place collection baskets just inside the center doors.
6. **“A” Usher stays upstairs through the entire service.**
7. If there is Koliva or Artoclasia, assign an usher to take to kitchen.
8. After the parishioners exit the Sanctuary, take the collection baskets to the office.
9. Make sure the two candle stands on the Solea are unplugged.
10. Make sure the pew racks are orderly. Get assistance from the other ushers.
11. Lock front door and turn off the lights.

“B” Usher – On Duty Promptly at 9:30 AM

1. Position – left door (facing the front of the church)
2. Control people entering church during the service. Do not allow entrance to the Nave at the following times:
 - a. The Small Entrance (Entrance with the Gospel)
 - b. The Epistle Readings
 - c. The Gospel Readings
 - d. The censuring during the Cherubic Hymn
 - e. The Great Entrance
 - f. The Sermon
 - g. The Creed
 - h. The Epiclesis (Ta Sa ek to son) until people rise from kneeling
 - i. The Lord’s Prayer
 - j. The Communion prayers

- k. Prayer of Ambon (Priest's prayer in front of the icon of Christ)
 - l. Special Services
 - m. Benediction and Dismissal Prayer
3. Just before Communion, take position down the left aisle in front. Stay in that position to observe if anyone needs any assistance.
 4. When Church is crowded, help parishioners find seating
 5. Stay in your position by the door keeping an eye on the Sanctuary in case there is an emergency. DO NOT monitor the candle stands. That is for the "D" and "E" ushers.
 6. Have the Liturgy book in hand. As parishioners are going into the Sanctuary, quietly tell them what page we are on in the Liturgy.
 7. After the Liturgy, ask the "A" usher if he/she needs any help with their duties.

"C" Usher – On Duty Promptly at 9:30 AM

Same duties as "B" Usher, except at the right door facing the front of the church.

"D" and "E" Usher – On Duty Promptly at 9:30 AM

1. Position inside of front door
2. Try to spot visitors and new faces coming in. Greet them and encourage them to fill out visitor card and to come downstairs for the coffee hour after the service.
3. Monitor both candle stands. Do not blow out candles or arrange them when parishioners are near or around the candle stand. Do this only when the immediate area is clear of people.
4. Monitor the balcony for seating availability.
5. Check downstairs several times during Liturgy for children loitering. Strongly encourage them to go upstairs and participate in the service.
6. Usher parishioners for communion starting from the back of the Church. Do not begin until after the Sunday School students/staff and choir.

General Instructions – Everyone

1. **Be on time.**
2. **No more than 5 ushers assigned on a Sunday** unless there is a major feastday, or the head usher needs additional assistance.
3. If you are not able to be at church when scheduled, **it is your responsibility to find a replacement.**
4. Please keep talking and noise in the Narthex to a minimum.
5. Name tags should be left in the closet and picked up when needed.
6. If you are not scheduled, when you arrive at church, you may be asked to fill in by the head usher. If the scheduled usher arrives late, he/she should take their assigned spot from you.

Keys to Remember

1. People will learn more from what you do than what you say
2. Love is kind, gentle, caring, giving
3. Always error on the side of hospitality