

Confirmed Ushers – 9 AM

Time to sign up for **February / March 2012** ushers. Please let me know which date(s) you can serve.

Thanks,
Jack

February

5 Gibsons

12 Jenn / Clayton Felton

19 Gibsons

26 Gina / Mark Ford

March

4 K Paul Holt and Donna Miller

11 Comptons

18 Suzy and Rich Nettles

25 Gina / Mark Ford

Usher Schedule – Feb 2012

<u>9:00 am</u>	<u>11:00 am</u>
Feb 05	Sue Ann Swenke & Rosemary Townsend
Feb 12	Pati Milligan & Pat Millar
Feb 19	Jan Hicks & Carroll Tucker
Feb 26	Bruce Cofer & Cliff Burgess

If you have any questions contact me. Thanks for the help. If you develop a schedule conflict, please reschedule with someone you know has ushered before, notifying the Church office as soon as possible; or, if all else fails, call me at 776-7690 (work) or 772-0074 (home) and I'll try and help find a substitute. Procedure follows, next page.

Procedure:

- As folks start to enter, close all doors to the Nave.
- Standing inside the Nave, distribute Order of Worship to all coming in. If necessary, gently suggest that:
 - Fr. Chuck has requested no drinks be brought into the Worship area unless “bottled water” of necessity.
 - Ask persons who are late to wait until the appropriate time to take their seats, so as not to disturb others.
 - If any “homeless” folks approach you, there are nutrition bars and water “bagged” under the Greeter’s counter. Give them a bag but suggest they need to speak with the Clergy at a different time if they are seeking additional assistance.
- Please try and determine who will need Communion brought to them in the Pew and note their name(s) on the “count slip” carried forward by the Oblationers. Also, the count is very important, so please get it as accurate as possible. One Usher can count people with the counter as they enter. Alternately, you can count all the children (& Lisa) as they go to Chapel and thereafter visually count everyone (including Choir & Priests) from the side aisles during the Sermon.
- At the Offertory, Ushers and then Vestry Hosts process down the center aisle stopping at the Chancel steps (Ushers towards the outside aisles, Hosts in the center) to receive an Alms Basin and collect offering. Then, at the back after collecting the Offering and before going forward for the Presentation, each Usher carries two (2) Alms Basins (not just their own but the Vestry Host’s too). Oblationers then (AT THIS TIME) lead the way all the way to the Altar; followed by Ushers, representatives from Children’s Service and finally Vestry Hosts.
- Following the Presentation, reverence the Cross/Altar and then proceed down the side aisle back to the Usher’s Pew, taking Communion at the appropriate time.
- If asked by Clergy to let people out of pews for Communion (in the event we are short of Acolytes), walk to the front pew while the Choir goes up and as they (the Choir) begin to go back to their seats start letting people out and try and keep a constant stream of people lined up to the top of the steps. Follow the people in the final pew down and take Communion yourselves, last.
- Open all the doors at the Recessional Hymn.
- Please don’t forget to clean up the bulletins (or other trash) as it saves the Sextons having to come back and do it later.

Following find a note from Norma regarding how the doors into the Nave should be set. I don't think it really applies to us as we've kept these doors closed for some time; however I have attached it, just in case.

Dear

We had an HVAC (Heating and Air Conditioning) meeting last Friday and learned several things from Justin of Texas Solutions. Justin oversees the computer monitoring side of our system.

One of the important things he said is: when someone becomes uncomfortable from the heat or cold, opens the Nave doors to cool things down, we are defeating the purpose. When the doors to the Narthex are opened, the cooler air comes in, hits the nave thermostat, it gives a "false temperature reading" causing the boiler to shut down, so the air conditioning or heat will not begin to work to adjust the temperature . Justin suggested we let people know how important it is to keep the doors closed.

When I spoke with Chuck about keeping the doors closed, he said to email the Vestry, Greeters, Lay Readers and Ushers, asking each of you to let everyone on your schedules know how important it is to keep the Nave doors closed. You might wish to add this note to the bottom of your schedules.

If you have questions, please do not hesitate to contact me.

Blessings,

Norma Anderson
Program Staff Assistant