

Preparing

- Arrive 20 minutes early. More time is welcome, but not required. Put on an Usher nametag from drawer.
 - Early Service: Unlock doors and make coffee following guide on the usher table.
- To try to help keep the Nave quiet, please always keep one door shut. Also, the two ushers should stand outside the Nave doors to welcome people and give them bulletins. If there are people talking and visiting loudly outside the Nave doors, please gently direct them to the Rotunda. Ring the bell 5 minutes before the liturgy. **If you notice anyone might need Communion brought to them, please ask, then inform the Verger.**
- Devices for the hearing impaired are available on the shelves along the back wall.
- We need 2 people (often, not always, children) to carry forward bread & wine at the Presentation. The Children & Youth Coordinator normally selects them. **10am: You also need someone to carry the Food Pantry basket.**
- If anything comes up before, during, or after the service that you think either the Rector or the Parish Office should know, please fill out the sheet in the drawer and include the note with the offering.

Beginning of Liturgy through the Peace

- At some point before the Peace, go downstairs and check the nursery & classrooms. If anything seems amiss, alert the Children & Youth Coordinator. Also before the Peace, you'll need to take a count.
- The count sheet (in the drawer of the table outside the Nave doors) directs how to count. It is best done during a hymn. A count must be done at every worship service, not just Sundays. A count should include all present for the service (including nursery infants and children who won't receive communion).
- After you have the count, divide that count by 12 and round up to the nearest whole number. That is the number of pieces of bread you should put in the basket for the Presentation. Don't put in extra bread. If the count was accurate there will be enough. Also, tell the Verger how many Nave communions (and where).

The Offertory and Presentation

- At the Offertory, the Celebrant will say the Offertory Sentence (often "Walk in love as Christ loved us..." or "Ascribe to the Lord the honor..."). The alms basins are pre-set in the back. **After that sentence, immediately go to the first pew with the basins and begin the collection.**
- Once you have completed the Offering, give the bread and wine to oblation bearers for the Presentation.
- The oblation bearers go first, giving the bread (that you have pre-set for the proper amount) and wine to the Deacon. You go second, giving the alms basin to the priest, who sets them on the altar. Last you set the basket with Food Pantry gifts on the floor directly in front of the altar.
 - When entering the altar area, reverence together at the foot of the step, then step up into the area. Place your items on the altar, take one step back, reverence, then turn and leave. Do not lock the gate.

The Distribution

- The priest will break the bread. There is silence and then the spoken fraction ("Alleluia, Christ our passover...") After that, there is an *Agnus Dei* (spoken at the early service and sung at the late). **During the *Agnus Dei*, walk forward and stand at the first pews. Wait there.**
- Once all is set, the priest will say the words of invitation ("The gifts of God for the people of God...with thanksgiving."). **After he finishes, immediately begin letting people go forward as the Ministers are receiving.** As people go forward, direct the first people where to go (Second Service: "just go and kneel at the center and begin working your way out," gesturing in the direction that side goes). Release both sides as needed to have people in place to go to the altar rail when those who have been communed leave the altar rail.
- You receive near the end. This is also when you update the Verger with any further Nave communions you may have not yet known about. At the early service, also unlock the gate and move the cushion.

The Exit

- If there is a loose offering, it must always be handled and counted by two people, who both sign the count with the amount that is there. You may count in the vesting sacristy or altar guild's sacristy. Please do not do the count on the altar. Please leave a sheet in the vesting sacristy and one, w/ alms, in the office door.