



ABBREVIATED USHER INSTRUCTIONS

1. **GREET** – Hand out bulletins, welcome all to Epiphany

2. **SELECT** – Two people to bring up the Elements (indicate to come back as we take up the offertory – the Elements will proceed the plate down the aisle during the Presentation Hymn)

3. **SEAT** – Help or direct people to seats before procession begins or during any music or at the Peace (or during a silence in the service, though not a preferred time)

4. **COUNT** – Number of people in the Congregation, Choir, Clergy/Acolytes, Children, and the Ushers, usually during the first or second reading

5. **COLLECT** – The Offertory by passing 2 or 4 collection plates (alternating pews)

6. **PROCESS** – At start of Presentation Hymn in order: (a) Bread/Wine, (b) LEM Box or other special offerings, (c) Collection Plates

7. **GUIDE** – At Communion direct congregation from side aisles then center aisle to Communion Rail, filling the Rail in a clockwise fashion from the far right to center and center to far left (as viewed by the congregation)

8. **TIDY** – After the service, remove bulletins and other materials from pews, chancel, and choir loft

Thanks for making the worship service go smoothly!!