

ST. MATTHEW'S USHER'S GUILD SCHEDULE 3/6/11- 2/26/12
Chairmen: Sam Kirby (w264-2701; h364-3787) and Mal Kerley (w786-4798; h360-5748)

GROUP 1 4/17, 4/24+, 7/17, 7/24, 10/23, 10/30, 1/22, 1/29

Head Usher **Dave Kelley** **360-5424**
 Ass't Jim Cocke 965-0013
 Andy McCutcheon 527-1696
 Gene Rilee 740-8217
 Chic Rosemond 740-0660
 Felix Farley 282-6533
 George Weick 673-3437

GROUP 2 4/24++, 5/1, 7/31, 8/7, 11/6, 11/13, 2/5, 2/12

Head Usher **Dave Vachet** **747-0266**
 Ass't Harry Berwick 358-1837
 Frank McDonald 740-0728 Dan
 Escalera 364-1307
 Lee Pemberton 744-2574
 James Hiner 747-1999
 Boyd Brown 327-0257
 Shawn Garitz 814-1340

GROUP 3 5/8, 5/15, 8/14, 8/21, 11/20, 11/27, 2/19, 2/26

Head Usher **Tim Lough** **353-1450**
 Ass't Tom McCubbins 2821632
 Adair Rubeling (540) 717-5221
 Warren Malone 740-1456
 David Houser 288-8397
 Treva Houser 288-8397
 Rob Mertz 346-5553

GROUP 4 5/22, 5/29, 8/28, 9/4, 12/4, 12/11

Head Usher **Bruce Langhorne** **360-7858**
 Ass't Dale Byrd 360-0116
 John Rickman 741-6887
 Susan Wettstone 741-5427
 Malcolm Holley 360-1647
 Todd DeFrancesca 288-4579
 Wendell Wilson 285-0343
 Jeff Jager 308-8510

GROUP 5 3/6, 3/13, 6/5, 6/12, 9/11, 9/18, 12/18, 12/24*

Head Usher **Mike Rhodes** **364-2206**
 Ass't Sam Vint 288-2464
 Stuart Gitchell 550-3396
 Mammen Verghi 740-8024
 Glen Knowles 282-5669
 Sally Thomasson 741-7692
 Calvin Marshal (415) 341-6359

GROUP 6 3/20, 3/27, 6/19, 6/26, 9/25, 10/2, 12/24**, 1/1

Head Usher **Mal Kerley** **360-5748**
 Ass't Sam Kirby 364-3787
 Jim Holland 360-5685
 Ben Pope 282-9851
 Jake Piersol 523-3698
 Blake Burr 673-8758
 Chip Lipscomb 285-0074
 Jeff Britt 447-0322

GROUP 7 4/3, 4/10, 7/3, 7/10, 10/9, 10/16, 1/8, 1/15

Head Usher **John Knight** **740-1289**
 Ass't Calvin Easter 740-3167
 Clint Ray 360-3575
 Tim Moore 740-6546
 Todd Rich 740-1541
 Brad Foster 658-3251
 Greg Peete 282-0205
 Tom Abbott 784-8841

* Christmas Eve - 4 pm
 ** Christmas Eve - 10:30pm

+ Easter Sunday - 9 am
 ++ Easter Sunday - 11:15 am

March 2011

Dear Members of the Ushers' Guild,

Attached is the ushers' schedule for the next year (3/11 – 2/12). If you are aware of anyone that we should contact for the Ushers' Guild or any additional corrections that should be made to the list, please let us know.

Note, the last row of pews (one each side) are reserved for the choir both prior to and at the end of the Sunday morning services.

We appreciate your efforts to support the Ushers' Guild and the services of St. Matthew's.

Thank you,

Mal Kerley and Sam Kirby

(H) 360-5748 (H) 364-3787

(W) 786-4798 (W) 264-2701

ST. MATTHEW'S USHER INSTRUCTIONS

Prior to the Service

Keep in mind that the ushers are the first people to greet most people as they enter, **so remember to be warm and friendly.** Try to get the names of newcomers for the clergy.

1. Arrive at least 20 minutes prior to the service.
2. Get usher's crest and weekly bulletins.
3. Remember that many people like to come early to pray and meditate. Encourage those in the Narthex to keep the noise to a minimum.
4. At least two ushers on the center aisle and one usher on each side aisle to hand out bulletins and escort people to the pews.
5. Unlock or unlatch all doors in the church as an exit in case of fire.
6. Reserve the last row of the pews for the Choir.

During the Service

1. Late arrivals are to wait quietly until the processional has cleared the lower steps before being seated. It is important **not to seat people during Opening Prayers, reading of the Lessons and the Lord's Prayer.**
2. For the **Offering**, four ushers proceed down the center aisle, slowly and together, stopping at the lower stairs. The first two ushers may be carrying the gifts of bread and wine to be given to the acolyte. Then they receive the offering plates and step to the outside, allowing the rear ushers to receive their offering plates. The outside ushers will turn outward and move to the outside, passing the plate to the second row. The inside ushers turn inward and move down the center aisle, passing the plate to the first row. Don't forget to collect from people in the Chapel.

Wait in the Narthex until the end of the offering hymn, then all four ushers are to walk to the altar rail at which point the acolyte will take the plates from the first two ushers. They will then step sideways, allowing the rear ushers to step forward. All four ushers will stand quietly until returning during the Doxology.

3. For **Communion**, six ushers are needed. While the choir is receiving communion, four ushers will move down the center aisle while one usher will proceed up either outside aisle. They will stop at the first pew. The front two ushers will position themselves at the lower stairs to direct 13 people per cycle to the correct location at the communion rail. The line on the right will fill from the right wall to the center while the left line will fill from the left wall to the center. The two rear ushers will move back and invite the congregation to go forward for communion. The outside ushers will stand at the outside steps to assist those coming down the stairs. Keep the line in the aisle full. Please **note and tell those serving if there are members of the congregation who wish to receive communion at their seat.**

At the Completion of the Service

1. Replace the crests in the bag on the shelf in the Narthex.
2. Clean the pews; remove any used bulletins, replace books in the racks.
3. Deliver the flowers after the Altar Guild has separated and bundled them with this week's bulletins.
4. Bring in the handicap parking signs.

Things to Know

1. Locations of rest rooms.
2. Location of a telephone. Three locations: Parish Hall kitchen, Conference Room, Sunday school office.
3. Location of a first aid kit and any other safety equipment (Sunday School Office).
4. Location of fire exits and fire extinguishers. Located in the Narthex where ushers keep their crests.
5. Avoid seating people in the balcony unless there is an overflow from the church.

Head Ushers

1. Contact your team members a week before scheduled to remind them of the next two services.
2. Check with the clergy for any special instructions.
3. Check that the lights. This includes the lights on the cross above the altar.
4. Check the heat or air conditioning.
5. Prepare a weekly attendance card. These are found in a rack in the Narthex.
6. When counting the attendance, please include clergy, lay readers, choir, Sunday school, etc.
7. As you need new ushers on your team, please feel free to recruit anyone you would like.

Additions

Adair Rubeling

Tom Abbott
Calvin Marshall

Deletions

Dean & Martha West
Bill Briody
Susan Rhodes*