

**CAROLINE CHURCH
FALL 2017 8:00 A.M.**

USHER/GREETER & READER SCHEDULE

	Usher 1	Phone	Usher 2	Phone	Reader	Phone
September 10	Edward Vitale		Fred Johansen		Fred Johansen	
September 17	Michael Russell		Barbara Russell		Barbara Russell	
September 24	Eileen Roggemann		Stephen Roggemann		Stephen Roggemann	
October 1	Robert Clancy		Eileen Clancy		Eileen DeRosa	
October 8	Michael Russell		Barbara Russell		Barbara Russell	
October 15	Linda Sanders		Edward Vitale		Edward Vitale	
October 22	Eileen Roggemann		Stephen Roggemann		Stephen Roggemann	
October 29	James Romanelli		Susan Romanelli		James Romanelli	
November 5	Robert Clancy		Eileen Clancy		Eileen DeRosa	
November 12	Fred Johansen		Linda Sanders		Linda Sanders	
November 19	James Romanelli		Susan Romanelli		James Romanelli	
November 23 Thursday Thanksgiving Day	Fred Johansen				Fred Johansen	
November 26	Michael Russell		Barbara Russell		Barbara Russell	
December 3	Robert Clancy		Eileen Clancy		Eileen DeRosa	

December 10	Eileen Roggemann		Stephen Roggemann		Stephen Roggemann	
December 17	Linda Sanders		Edward Vitale		Edward Vitale	
10 AM December 24 Christmas Eve	Robert Clancy		Eileen Clancy		Eileen DeRosa	
5 PM Christmas Eve Children's Service	Michael Russell		Barbara Russell		Barbara Russell	
8 PM Christmas Eve						
10 PM Christmas Eve						
10 AM December 25 Christmas day						
December 31	Linda Sanders		Edward Vitale		Edward Vitale	
January 7	Eileen Roggemann		Stephen Roggemann		Stephen Roggemann	
January 14	Fred Johansen		Linda Sanders		Linda Sanders	
January 21	Fred Johansen		Edward Vitale		Edward Vitale	
January 28	Michael Russell		Barbara Russell		Barbara Russell	
February 4	Eileen Roggemann		Stephen Roggemann		Stephen Roggemann	

Usher/Greeter Reader notes: Please check the schedule often, for you may be ushering but not reading!

- If out of town you must arrange for a substitute usher or usher/reader. You can switch weeks with another usher or reader by contacting the individual ahead of time.
- If your usher partner does not show for the service request assistance from other ushers or parishioners attending the service at the collection, Eucharist, and when counting the collection.

- When the usher or a parishioner designated to read does not show: If you yourself cannot do the reading inform Canon Richard, or the Eucharistic Minister before the service.
- **Do not seat parishioners until the opening procession is completed or during the Lessons and the Holy Gospel.**

Communion:

- Be mindful and alert Clergy of parishioners who may require Communion at their pew.
- It is important that those with difficulty walking be assisted to and from the communion rail.

Visitors:

- Visitors to the Church are not familiar with the **step up** to the communion rail and should be assisted as well.
- Visitors should be encouraged to sign the visitor book in the lobby and to attend the coffee/punch hour.
- Visitors interested in attending Caroline Church should be brought to the attention of Canon Richard.
- Visitor information cards are available in the pews.

Usher reminders:

As parishioners enter select a couple or several individuals to bring up the bread and wine offering.

- When the offering is brought up after the collection Canon Richard will only bow once to both the acolyte holding the plates and the ushers at the same time. At which time you may also bow, turn and leave.
- Always bow before and after reading the first lesson.
- Inform parishioners about and distribute the “**Angel bags**” to the children. See that they are returned as well.
- Place the visitor book with stand and the food collection cart outside if the weather is good.

If any parishioners, women, men, or youth are interested in ushering and/or reading please give me a call at 631-689-1210 or email me at garymis1@gmail.com

Thank you for your important service to our Caroline Church community.

Gary G. Mis

Coordinator, Ushers/Greeters & Readers schedule