

Usher Procedures

Before Mass

- Please arrive 30 minutes before Mass and sign-in in the ministry room.
- **Four ushers are now needed. If there are not 4 please recruit what is needed.**
- Put on your nametag and assist with greeting, seating and opening doors.
- Assist any people with walking aids/wheelchairs as necessary. Special seating is located in the middle of the main aisle.
- Find gift bearers. Look for new faces, families AND singles.
- Keep bulletin boxes filled. (2 inside/1 outside).
- Pray in the prayer circle before Mass if possible.

Misc. Notes

- Smile. Compliment. Acknowledge a new face. Introduce yourself.
- Familiarize yourself with the items in the ministry room. Tissues, Bottled water, First Aid Kit, Wheel Chair, Hearing devices, AED Equipment.
- Know the location of exits, telephones and bathrooms.
- Phones are located in the Vestry, the Ministry room, Parish room and Family room.

During Mass

- Keep sanctuary doors closed at all times, until Mass is over.
- Provide an accurate headcount of ALL in attendance including all ministers. Write the count on the clipboard in the ministry room and tell the Sacristan the count.
- Assist late comers with seating if needed. Try not to seat anyone upfront during the readings (near the back is less distracting)
- If there is sprinkling watch for large water deposits on floor and sponge mop as necessary.
- PARTICIPATE in the Mass.
- Be alert for problems- Fainting, choking, etc. Assess need, offer assistance, and stay with person until you are comfortable that the situation is stable. Do not hesitate to call 911 if necessary!
- If parents have a problem with children just smile and be helpful as needed, do NOT ask them to leave. Tell them it's OK. We love kids...etc.....

At Offertory

- Collection requires four ushers. Two in the center aisle and one in each mid aisle. NO ONE is required in the outer aisle.
- The usher gives the basket to the person on the aisle closest to the front of each section. The parishioners pass the basket down the aisle. When it reaches the end of the row,

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they pass it to the row behind them if there is no usher there. Please keep an eye on the basket in case a problem occurs or someone needs assistance.

- Place all money collected into the large offertory basket.
- Ensure all the gift bearers are in place and send them forward with the gifts and the large offertory basket when it is ready (when the priest gets up from his chair and comes to the stairs).

At Communion

- Assume the same positions as for Offertory and release the rows one by one when the Extraordinary Ministers have taken their places.
- The choir (if in attendance) will receive communion in the area near the piano (before the congregation) and the Extraordinary minister will then move to the usual spot for the rest of the congregation.
- Direct parishioners to shorter lines if necessary.
- The Usher will be the last person receiving Communion in his/her line. He/she will let the Extraordinary Minister know of any in the congregation who need communion brought to them at this time.

After Mass

- Open doors during the recessional hymn.
- Take a position in the Gathering Place to hand out/Collect bulletins or other materials as necessary.
- Clean up. Reposition kneelers, straighten books, remove bulletins, pick up debris and other items left in the pews, bookracks or on the floor. Place them in the Lost and found if necessary.
- TWO OR MORE Adult ushers should take the collection basket with money from the front of the altar to the ministry room. Bag it, tag it and deposit it into the under-the-counter safe. PLEASE DO NOT BE ALONE WITH THE MONEY. WE TRUST YOU ALL, BUT THIS IS THE EASIEST WAY TO AVOID PROBLEMS!!
- If there is a special collection please make a second deposit. Do not mix the two.
- After Mass bring the collection baskets and put them in the corner near the main entrance.
- Close doors after or between Masses.

Schedules

- Please keep all scheduling info, requests and change within the MSP system. If you are having issues with the computer system or do not have a computer, please talk to Jan Lamparski. (jlamparski@wi.rr.com)