

Ushers: Ministers of Hospitality

Ushers are hosts who put a face on the parish. They welcome those who arrive and begin the process of forming them as a worshipping body. When you assist people participating in the Mass, you evangelize.

– Guide for Ushers and Greeters, The Liturgical Ministry Series

Scheduling:

Team assignments continue indefinitely and rotate on a three-month cycle.

Each usher should have a roster of team members and schedules.

Each team has a captain responsible for directing the team.

Try to replace yourself with another usher if you are unable to attend an assigned Mass. If you are unable to find a replacement, notify your team captain as soon as possible.

Please Note: Team captains should replace themselves with another captain, if unable to serve. If this is not possible, contact the Usher Coordinator.

Appropriate Attire:

For men, please wear dress slacks and dress shirt at a minimum; jacket or suit and tie preferred.

For women, a knee-length dress or skirt, dress blouse and dress slacks are appropriate.

Before Mass:

Please arrive at least ten minutes early.

Check in with your team captain.

Greet arriving parishioners and help them find seats. Remember to smile and greet people outside of your normal circle of friends.

In particular, make newcomers or visitors aware of the handicapped seating area in the front of the church on the choir side, and the cry room if appropriate.

Notify the team captain of anyone wishing to receive Communion who cannot make it to a minister.

At Processional:

Make sure the central aisle is clear ahead of and just behind the procession, directing parishioners to side aisles to be seated.

As Mass Begins:

Close the doors to the Narthex.

Bring the collection baskets to the back of the church.

Offer to seat latecomers:

1. through the entrance song,
2. then again during the Responsorial Psalm,
3. and during the Alleluia.

Do not encourage movement during the readings, Gospel or Homily.

At Offertory:

At the end of the intercessions, carry the collection baskets to the front of the church. Try to arrive at the front at the same time.

Bow to the altar and begin collecting the offerings.

The first usher to complete the collection should direct the gift bearers to pick up the wine and hosts. The next usher should collect the money. This will allow the offertory to proceed without too much confusion.

If there is to be a second collection, begin it after the gift bearers have delivered the first collection and elements. Give the second collection to the team captain, who will place it at the front of the altar.

Note: Dates for second collections are posted on the usher closet door.

Return the collection baskets to the usher closet.

At Communion:

As the Eucharistic Ministers receive Communion, go to the front.

Bow to the altar.

Release people for Communion. Parishioners should be in place when the Eucharistic Ministers arrive.

NOTE: If you are in the handicapped area, direct the Eucharistic Ministers to handicapped recipients before releasing others.

At Recessional:

Take bulletins to the south entrance wall-mounted holder if there will not be enough ushers to distribute there.

Open doors when priest begins recessional.

After Mass:

Distribute bulletins.

Make sure the pews are in reasonable order.

Stow any Lost and Found items outside the Parish Office.

Return any additional usher equipment or supplies to the usher closet.

You may be asked by the Team Captain to cosign the deposit slip.

Team Captain Notes

Before Mass:

- Arrive 15 minutes early.
- Check Gift Bearer Registry and recruit a family if necessary.
- Make sure Bulletins are in the closet.
- Check schedule on closet door for second collection.
- Make sure you have at least 6 ushers for the collection and at least 3 for communion.
- Make assignments of ushers to aisles and duties.
- Make sure cry room light is on.
- Encourage ushers to greet, not chat.
- Make Celebrant aware of any handicapped attendees who will need special attention from the Eucharistic Ministers.
- Check that church lights are at the correct level (see chart on closet door).

At Offertory:

- Get the bread and wine to the gift bearers first in order to avoid a traffic jam by keeping ushers moving and clear of the gift bearers.
- If there is a second collection, clearly mark it in the basket with a laminated card from the usher closet, and set it at the front of the Altar.

At Communion:

- Make sure Eucharistic Ministers are aware of anyone unable to make it to the front for Communion.
- Help, in general, Eucharistic Ministers assure that everyone desiring to receive communion has received.

After Mass:

- With another usher, retrieve the money from the Sacristy (and front of the Altar, if necessary). For security reasons, bag the money *in the safe room*.
- Make sure second deposits are clearly marked and bagged separately.
Both ushers sign any deposit cards.
- Check that church lights are returned to the correct level.

Miscellaneous

Seat latecomers:

- Until the end of the entrance song
- During Responsorial Psalm
- During Alleluia

Medical emergencies:

- Do not hesitate to call 911 if unconscious / unresponsive.
- Fire extinguishers – know location.
- Automatic External Defibrillator – know location

Hearing Impaired Receivers:

- Operate wirelessly with wearer's hearing aid
- Are located in the ushers' closet

If southeast outer door (by the choir) is locked:

- A spare allen wrench is in the fire extinguisher box

Make sure outer doors are not propped open:

- By the Sacristy for security purposes
- In the Narthex for climate control

Church and Narthex light controls:

- Located at door between church and chapel and on south wall of the Narthex

Mass	Setting <i>before</i> mass	Setting <i>after</i> mass
5:30		
7:30		
9:00		
11:00		

Options:

Low Light

Day Mass

Night Mass

Narthex