

USHER GUIDELINES – May 2013

1. UPON ARRIVAL

Arrive a minimum of 15 min. prior to the start of Mass.

Check your name off the schedule, or the name of the person you are filling in for, to let us know you are here.

Take a numbered USHER badge from the magnetic board, located across from the main bulletin board in St. Martha room. The number corresponds to the section you will be responsible for. A diagram of numbered sections can be found on the board.

Check to see what other task/s are assigned to your section number.

Know emergency procedures and location of fire extinguishers, AED (just inside the entrance to the Holy Family Room, and First Aid Supplies (in the usher's closet.)

All ushers should pray together with other liturgical ministers in the St. Martha room 15 minutes prior to Mass before dispersing into church.

Once the prayer has been prayed replacements will be sought for ushers not present.

2. SEATING

Ushers may reserve a place for themselves toward the back of their section. Reserve signs for ushers are located in the usher's closet.

As church gets full, locate empty seats and encourage those already seated to move to the center and those who are standing to fill any available seats.

Once Mass begins find room and guide latecomers to seats. Try to avoid seating them while the Word is being proclaimed, wait until there is other movement, i.e. while the Alleluia is sung.

3. DURING MASS

Be a member of the assembly. Join in the act of worship as fully as possible.

Be alert! - to the special needs of those in the assembly - to any problems. Provide assistance.

4. TAKING UP THE COLLECTION

When the Petitions begin – pick up your basket and be ready to come forward.

As soon as the Petitions are finished – all ushers proceed together to the front of their aisle, bow to reverence the altar and begin taking up the collection.

Consolidate your baskets on the way back to the gifts table.

5. GIFT BEARERS

Before Mass, the Greeters will try to find people to bring up the gifts.

If there is no one to bring up the gifts, **usher 4** and **5** will do it.

When there are people to bring up the gifts, **usher 4** and **5** should escort them down the aisle by walking behind the last person, bowing with them, and leading them back up the aisle.

When there are only 2 gift bearers, one of these two ushers will carry the collection up.

SECOND COLLECTION – When there is a second collection, all ushers should come forward in their aisle, as the gifts are being brought up, and as soon as the gift bearers turn to go to their seats, begin taking up the second collection. **Ushers 3, 4, 5** and **6** will place collection in the safe.

6. BULLETINS

While the gifts are being brought forward (or after the 2nd collection) **Usher 2** will get bulletins and place them in the North Narthex. **Usher 7** will do the same in the Main Narthex.

Place bulletins on both ends of the table in the Main Narthex and in the bulletin pockets in the North Narthex as well as leaving some for ushers to hand out.

7. COMMUNION PROCESSION

When the prayer *'Lord I am not worthy. . .* ends, the priest will take communion. As soon as he puts the chalice down all ushers together proceed to the front of their aisle, bow to reverence the altar, and stand in their place.

Do not let the people out of the pew until all the ministers, including the priest, are in position.

Usher 7 will lead the people out of section 7 until he/she reaches the point where non-choir people are sitting in section 8. At that point alternately lead one row from each side into the aisle so that section 8 people are returning to their seats when section 7 people are leaving theirs. Make sure to alert people in section 8 of the step up.

If the choir is singing they will have to cut into the line whenever they have a break in the singing.

Usher 8 will inform the person sitting in the first row behind the choir section to wait in their pew until they are directed forward by **Usher 7**. **Usher 8** will then move to a position toward the front and side of aisle 8 and direct people from section 8 back up the same aisle to return to their seats. **No one should go through the music section.**

*At 8:00 and 12:00 Mass there will only be 1 host at aisle 8 and no **usher 8** as very few, if any people sit in this section at that Mass.

All sections - if someone needs Communion taken to them at their seat, lead the Eucharistic minister to them.

8. AT THE CLOSE OF MASS

As soon as the closing song is announced **usher 3** and **6** come forward together and stand at the head of their aisle.

As soon as the singing begins **usher 6** should come up and get the collection basket and return to the head of his aisle.

When the priest and servers come down, the ushers stand beside the servers. All bow together and the ushers follow the servers out of church.

9. AFTER MASS

Usher 3 and **6** along with **usher 4** and **5** put the money in the safe.

Usher 7 and **8*** pass out bulletins in the Main Narthex, standing near the wall opposite each end of the table, allowing a good flow of people to pass between them and the table.

Usher 1* and **2** pass out bulletins in the North Narthex*

*At 8:00 and 12:00 Mass – no **usher 1** or **8**

10. PREPARE FOR THE NEXT MASS

Usher 1 refills supplies in restrooms off the North Narthex.

Usher 8 refills supplies in the restrooms off the Main Narthex
(Supplies are located in Holy Family Room closet.)

Each usher walks through his/her own section picking up bulletins, tissue, papers etc.

Place forgotten personal items in Lost and Found in St. Martha Room

Return copies of *Today's Liturgy* to rack or pews in either Narthex

Return hymnals to racks in pews

Put up kneelers

Return usher badges to magnetic board

Head Usher

Lighting: Turn down to 'Pre-Mass' if this has not been done

Problems: Alert priest/staff to any problems i.e. plumbing, valuables found etc.