

Usher Guidelines & Directions

General Guidelines

- Observe needs and watch for emergencies. If needed, seek out help or a medical professional. If you cannot locate a nurse or doctor, check with one of the staff (deacon, priest, music director) to help locate someone. Call 911 if needed. Dial 9 first.
- Call the custodian by using the walkie-talkie (turn on) in the sacristy to help if needed (a room opened, a mess cleaned up, etc)
- Check heating and cooling. Fans should be set to “on”. Adjust temp if necessary and then return to previous setting after mass.
- Dress in appropriate attire: nice shirt, shoes, pants or dress. No shorts or flip flops.
- **Scheduling** – At the beginning of each scheduling cycle, you will receive an email or will see a bulletin announcement asking for your scheduling information. Be sure to sign into the ministry scheduler at the parish website and let us know your vacation dates, mass time preferences, and other information to help us schedule you. Schedules will be emailed (or mailed to those who don’t have email).
- **Training** – Training is required. If someone can’t make the training sessions for a good reason, he should contact the associate pastor.

Additional Instructions

- First aid kit, defibrillator, food, and cold packs are located on shelf in the sacristy behind sliding doors on the right.
- Fire alarm – on fire panel downstairs (obtain door key from presider), place switch into “silence” mode
- Call 911 (**press the “Lines” button on the phone first to get an outside line**) in case of heart/fainting or at a family member’s request. **Stay on the line with the operator** until she/he tells you to hang up. If necessary, ask cantor to request help from a person with first aid/CPR training from the people present in the congregation.
- Understand how to use the defibrillator. (Will have training.)
- See the Usher Emergency Procedures document for further details.

Directions

1. Arrive at least 15 minutes before Mass begins.
2. Sign in on the table in the ministry room. The number on the sign-in sheet corresponds with the position on the usher guidelines posted on the bulletin board above the table.
3. All ushers are to wear an usher name tag to identify your special role during worship. You’ll find this in the Ministry Room. Please find your name in the box and insert the tag into the plastic holder. Make sure you know where the usher baskets are.
4. As people enter the worship space, greet them; shake their hands if you wish. If they need assistance in any way, please offer it to them. The elderly and those with small children may need help with the elevator, stairways or simply getting into a pew. Please be sure that the front/back pews for the disabled are available to those who need them.
5. Help people find open pews when the church is full.
6. **Please be aware of those who are disabled. Ask them if they want communion and then make sure you get a EMHC to give them communion.**
7. (**Usher 1**) Find 5 gift bearers to take up the gifts at offertory; 1 for wine, 1 for water, and 3 for the bread. (**It does not have to be a family.**) Be sure to tell them that they are to come up during the petitions and be ready to go to the back. They are to walk down the aisle with the wine first and then the bread. Each should present their gifts to the priest, and step aside. All bow together and head back to their pew.
8. (**Usher 1**) If you need more ushers, please find them yourself or have other ushers find them. Worst case, let the priest/deacon know so that they can announce this during the opening introduction.
9. **At least** one usher should remain standing in the rear during start of the Mass, in case of emergencies, intruders, or late arrivals needing to be seated.

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- 10. Discourage people from seating themselves during the first and second readings and gospel. They can be seated during the singing of the psalm or when the Gospel alleluia is being sung.**
- 11. Second Collection Announcement - Be sure to be attentive to the priest during the opening welcome, when he tells the congregation to greet those around him. He will indicate if there is going to be a second collection or not.**
12. After the start of mass, you should be in the back and can sit, but still keep an eye on things as people may need help. People do come in late and need help to be seated so help direct them to a spot.
13. Close doors once priest begins. Open doors after final blessing.
14. If there is a baptism, make sure people don't come in during baptism. They can come in once the procession is at the front after the baptism.
15. Put hand sanitizer on back two tables and then take down before mass is out.
16. **(Usher 1)** Make sure the gift bearers, if there are people other than ushers, are ready so that the server can come and lead them down. This can be done before you go down the aisle.
17. Each usher takes four baskets and goes to the front of his/her section. Do not genuflect. Simply stop, bow to the altar and start at the front and proceed to the back.
 - a. **Usher 1 – the long section labeled #1, then the cry room, if needed**
 - b. **Usher 2 – the long section labeled #2, then deep sections #2**
 - c. **Usher 3 – the long section labeled #3, moving up the angle aisle, then triangle section #3**
 - d. **Usher 4 – the long section labeled #4, moving up the angle aisle then triangle section #4**
 - e. **Usher 5 – the long section labeled #5, then deep sections #5**
- 18. Second collections take place immediately after the first collection has been completed.**
- 19. When each usher has gathered the collection(s) from the assigned areas, go to the Ministry Room and pour the contents into one large basket. Two ushers should go to the office. There will be a custodian near there or to let you in. If not, call a custodian using the walkie-talkie (turn on) in the sacristy. For all Masses put the money in the safe. Make sure the custodian stays with you until you have dropped off the money.**
20. Second collection money should be put in the white plastic bags which will be on the table in the ministry room. The white bags should be put in the safe.
21. During communion procession, please assist people as they leave the pews, both from the center and the side seating areas. Do not shake hands with people as they come out of the pews, unless they offer their hand to you. Alert extraordinary minister for communion to disabled.
22. Pass out bulletins at all church door entrances as people leave, wishing them a good day! Each usher should look in the assigned area. Take a quick glance through the worship space and help keep the worship space clean. Replace hymnals in racks if in the pews and return worship aids to the shelves at the entrance to the church. If you find items, put general stuff like mittens or toys in lost and found otherwise personal items can be in put in sacristy.