

# USHER GUIDELINES

Updated 07-23-22

1. Schedules of ushers are on the bulletin board in the vestibule, in the bulletin and on website.
2. Always check the schedules to see when you are assigned. If you are unable to usher, it is **your responsibility to arrange for a substitute**. You can refer to your list of ushers.
3. Arrive at church at least **15 minutes prior to Mass**. Sign-in upon arrival; there is a coordinator's sheet located in the sacristy. Please wear a Greeter/Usher pin (found in a drawer in the Sacristy).
4. Check calendar in the sacristy to see if there will be more than one collection. If so, you will need to pick up an extra collection basket. Take the basket(s) to your seat before Mass begins. Church bulletins will be on the counters at each entrance for you to hand out at the end of Mass.
5. It is best to reserve yourself a place to sit on the back pew, making it much easier to assist anyone coming in late. There are signs in the pews for this purpose.
6. If needed, help should be offered to senior citizens and people with a handicap. Please inform Father or the Deacon if someone needs communion brought to them in the pew. Ushers should be the last to receive communion.
7. There should be one usher for each entryway. If you are short an usher, ask someone in church to fill in if the coordinator has not already done so.
8. Try to help late-comers find a place to sit by ushering them to an empty seat while trying not to distract others. If we have an extremely large number of people and there's no empty seating available, then it is necessary to get the folding chairs out from the storage areas in the back of the church.
9. The inside doors to the vestibule should be closed when Mass begins; check with Father if the weather is nice.
10. The center usher needs to take the collection basket to the cry room after the collections have been passed from the center sections. At all Masses, the ushers are to meet at the main entrance and place all money into a large basket for the offertory procession; the 2nd collection is to be placed in a smaller basket on top of the regular collection envelopes. **Both collections are to be brought up in the procession.**
11. At the 10:30 Mass, if there is a money counter in the vestibule waiting for the collection, do not take it up to the altar. Simply put it in a plastic bag and give it to the money counter. Plastic bags are in the sacristy closet.
12. Also, at collection time, the ushers will need to do a head count. The center section usher should include the altar servers and people in the cry room. There will be a sheet in the sacristy to record these numbers.
13. After Mass is over—DO NOT open the doors until Father starts down the center isle. Distribute the bulletins as people leave church. **10:30 Mass—leave extra bulletins on the counters in the vestibules.**
14. At ALL Masses, straighten up the pews by looking for any lost & found items, organize the hymnals, pick up any trash, etc. Please check the Cry Room as well. This is important.
15. All doors need to be locked after the 6PM Mass on Saturday.
16. Check and make sure the sound system, all lights (including restrooms, stairwell and cry room) are turned OFF.
17. After 6PM Mass, remove collection basket from sanctuary, take to sacristy, put money into plastic bag from sacristy closet, and give the tied bag to Father. At the 10:30 Mass, hold collection on your person until money counters take it from you.
18. Ushers need to remain until the Sacristan leaves or check with Sacristan to see if you need to stay and help with anything.

**Please Note:** There is no telephone in Sacristy; use someone's cell phone for emergencies. It is a good idea to make notice of someone in the congregation that knows CPR in the event their help might be needed. Be familiar with location of the fire extinguisher. We hope you will continue to share your ministry of ushering with our parish so that we can worship God with great love and reverence. THANK YOU!

\*A list of Greeter/Ushers is in the vestibule, in the bulletin and on the website.