

Usher Guidelines

- Vigil Mass 5 pm (Saturday) / 10:30 am (Sunday)...please sign your preference
- four-man teams
- Should arrive 15 minutes before Mass begins
- **Items to take care of before Mass:**
 - ***Greet parishioners with a smile and a welcome!!***
 - **Assist wheel-chair or older parishioners from car to seat if necessary.**
 - **Survey entrance way(s) for slippery conditions (ice, water, etc...)**
 - **Ensure all Alter Servers, Eucharistic Ministers, Lectors and Ushers are present and accounted for....if not, find substitutes**
 - **Choose a family to bring the gifts to the alter (well-dressed preferable, but not a requirement for gift-bearers; mix it up...try to get new families every week)**
 - **Make sure candles get lit on alter**
 - **Is the temperature comfortable in the church and cry room?**
 - **Help seat folks if the Mass is full and seats are hard to find**
 - **Keep the Foyer area as quiet and calm as possible (remember everyone should enter the sanctuary in a reverent manner).**
 - **Who is designated the team captain?**
- **Items to take care of during Mass:**
 - **Take up offering (one or two collections?)**
 - take the 2nd collection to counting room and place in the bag marked "2nd collection".
 - **Distribute the gifts to the gift-bearing family. If there is not enough family members for each gift, an usher can join the family in the presentation.**
 - **Avoid any traffic down the center isle while gift presentation is on-going**
 - **Team captain should always monitor the Foyer area for traffic and noise....pay close attention to unattended children.**
 - **Discourage traffic in and out of the Sanctuary when prayers or readings are taking place.**
 - **Identify any parishioners who may need special attention for receiving the Eucharist. Make certain EM's are aware of these parishioners.**
 - **Team captain should go outside every 5-10 minutes and monitor the parking lot for unlawful activity.**

- **Items to take care of after Mass:**
 - **Two ushers hand out bulletins (found in the sound system room)**
 - **One usher collects regular offering and places it in the regular collection bag. Bag(s) are given to whomever takes collections to the safe in the RE building.**
 - **Ushers adjust all four thermostats in building (78 degrees AC and 62 degrees Heat)**
 - **Walk through church and clean up any large trash, straighten books in pews, collect any left behind personal belongings and place in lost-and-found.**
 - **Check side doors in the Chapel to make sure they are locked.**
 - **Clean up Baptismal Font and or special service items if applicable**
 - **Lock main doors to church (key is in the counting room)**
 - **Turn off all lights in church/bathrooms and in the Foyer.**
 - **Check your schedule for next week to see if you're working....If you can't work your schedule, it is your responsibility to find a substitute.**