

Guidelines for Ushers

Saint John's Church

May 2017

Please arrive **at least 30 minutes** prior to Mass. Remember to dress appropriately. Among other things, keep in mind that you will be the “face” of St. John's to those coming in for worship, especially important for our guests or those new to our parish, and certainly for all parishioners. Greeters are to welcome with warmth, humor, appreciation for their presence, etc. all those entering into our Church community. Make yourselves visible and accessible to assist with doors, and offer a copy of Father's homily to those interested.

Before Mass:

- Assign Safety Captain from team of ushers. Safety captain reviews checklist to ensure all checklist actions are completed.
- Make sure all Minister roles are filled!
- Select a gift-bearing family if the assigned is not there. Explain that the gift bearers should move to back of church when ushers start the collection and that gift bearers should begin processing forward to the altar when the ushers have reached the back of the church with the collection.
- Ensure that a tamper proof money bag is marked with a sticker for each of the day's collections (Sunday collection, Saturday collection, children's collection, dollars for debt, 2nd collection - if you can't find a sticker you can write on the bag with a pen). Record the control number from each bag, the date, and initial on the bag control sheet. Let as much air out of the bag as possible before sealing. The 2nd collection is listed in the bulletin.
- On special occasions, watch attendance and lead those arriving to empty seats. It may be best to have two ushers placed on the west side of the church for this purpose.
- If the Rosary is being prayed before Mass, close the north door of the church entry. Be aware of noise levels in the gathering space.

During Mass:

- When the priest and the assembly sit following the Prayers of the Faithful (Intercessions), begin taking up the collection. Four adults are needed, and children may assist. Seal tithes into the labeled plastic bag.
- If there are no gift bearers, immediately process up with the gifts (bread/wine/prepared tithe basket).
- At Communion, two ushers should stand at the front center aisles to start and guide flow. Be aware of parishioners who will need Holy Communion brought to them. Inform Father as you approach for Communion.
- After communion, a musician will announce the “dollars for debt” collection. Ushers should come forward with the smaller baskets and take the collection. The money should be placed in the appropriately labeled bag.
- Retrieve bulletins from table in back of church and take to gathering space.

After Mass:

- One usher should collect the money from the children's collection at the altar and place it in the appropriately labeled bag. All 3 money bags **MUST** be placed in the safe in the sacristy. Check to be sure the bags drop completely down into the safe.
- After Mass, place yourselves to hand out bulletins to people while thanking them for being present at St. John's. Saturday night ushers – please return the unused bulletins to the table in the back of church.
- If there is a parish hall gathering, invite everyone to attend.
- Assist people as needed, especially newcomers or those inquiring about joining the parish. There are “new member” forms in the literature racks, which they may take with them or fill out immediately.
- Pick up any trash, spoiled bulletins and homilies, etc. and forgotten or lost items. Check the Church, gathering space and cry room.
- Make sure all kneelers are in the upright position.
- Pick up any scattered hymnals and neatly arrange the hymnals.
- Close any windows that may have been opened during the service.
- See the deacon or priest if a host is found.