

Guidelines for Ushers
Saint John's Catholic Church
December 2019

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 a Safety Captain from team of ushers. Safety captain reviews checklist to ensure all checklist actions are completed.
- Make sure all Minister roles are filled on the sign in sheet.
- Select a gift-bearing family if no one volunteers. 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.
- Should the pews fill up help those arriving find 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, children may assist.
- Two “assigned” ushers should initial the sticker on the assigned tamper proof bag, fill it (let as much air out of the bag as possible) and seal it. Persons who are not on the printed weekend schedule should not be initialing the bags. This ensures rotation of the persons responsible for the collection and allows staff to locate the person who handled the bags should a questions arise. Bags are assigned for all collections (i.e. childrens collection, 2nd collection). They are clearly labeled – should you need an additional bag there are 2 back up bags on the clipboard. Damaged bags should also be put in the safe so they can be accounted for.
- 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.
- **Any scheduled 2nd collections will be listed in the bulletin.** After communion, a musician will announce the 2nd collection. Ushers should come forward with the smaller baskets and take the collection. The money should be placed into an appropriately labeled bag and sealed.
- Retrieve bulletins from table in back of church and take to gathering space.

After Mass:

- 2 ushers should go up to collect the money from the children’s collection at the altar and seal it in an assigned bag. All sealed 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, at least 2 ushers should be in the entry to hand out bulletins to people and to thank them for attending. 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” packets on the shelf in the entry to be returned to the office.
- 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.