

Procedure for Ushers

Group Leader Tasks

- Please be at Church 20 minutes before Mass starts.
- During Central Standard Time: 4 PM Group Leader will turn on the front church canopy lights.
- Welcome new members to the group and answer any of their questions about their duties.
- Be sure there are at least four greeters at the church doors and two ushers to help with seating the people, especially families who wish to sit together, visitors, and handicapped people.
- Make sure there are at least two gift bearers for each Mass and give them appropriate instructions, especially if it is their first time serving as gift bearers. If persons who have the Mass intentions can be located (if they can be identified), ask them first. Also, the names of the gift bearers should be entered in the book on the table in the back of church. Don't always ask the same people please!
- Counting the people: Arrange for 2 people to take the count. Also fill in the number on the Ushers Instruction Sheet located on the counter in the Ushers Room.
- Collection: If the cabinet is locked, you need to find a safe place to put the collection pouches and inform the Priest.

Greeting

- Arrive 15 minutes before Mass and pick up your name badge in the Ushers Room.
- Make sure lights are on.
- Check in with your Group Leader to be assigned an entrance where people can be greeted.
- Seating people is more important now because our Masses are crowded.

Counting the People

- Preferably start counting after the first reading begins
- Start at center sections and end with outside sections
- Determine if more hosts are needed (inform Sacristan Ministers to place out extras).
- Notify the Children's Liturgy teacher when to return to the Church Proper from the Church Hall during Mass.

Taking Collection

- Locate the general collection baskets. After the Prayers of the Faithful, with baskets in hand, walk two by two up the middle aisle. In the front of church, fan out into a single row, then bow together and proceed to your assigned sections to take up the collection. Include the choir in the collection.
- General collection in pews goes in "General Collection" pouch labeled for that Mass time.
- Collection pouches (blue) and a blue binder labeled "COLLECTION SECURITY TAB LOG" is located on the counter in the Ushers Room. The Archdiocese has mandated that we use the new pouches and the log to enhance security. Most parishes have been using this new procedure for some time.

- On the front of the binder are instructions for the procedure. The instructions read as follows:
 - Ushers: Before placing the collection pouch in the locked cabinet, you must:
 - 1) Place security tab on pouch through zipper and grommet (the red tag is in a clear window on front of the pouch).
 - 2) Write date in log book next to the matching tag number.
 - 3) Two ushers must sign the log.
- After these procedures are completed, the collection pouch can then be locked in the upper left cabinet in the Ushers Room. Close the door, it will lock.

Communion

- During the Lamb of God, again walk two by two up the middle aisle; fan out into a single row in the front of the church. Two ushers position themselves in the right and left outside aisles and two remain in the middle aisle. Direct the people pew by pew towards the appropriate communion stations.
- Remember the portion of the Mass for the sign of peace has passed and we should be concentrating on assisting receiving the Eucharist at this point of the Mass.
- Just a reminder that those persons who wish to have Communion brought to them in the back, must be seated in the rear pews **IN THE TWO CENTER SECTIONS**. Also ask those persons not receiving Communion in the back, to sit in pews other than the rear pews in the two center sections.
- After Communion, reassemble in front of the middle aisle, and when the tabernacle is closed, bow and walk to the rear of the church.

Bulletin Distribution

- Bulletins (Blessed Trinity and St. John's) are to be given out **ONLY AFTER** Mass. During Mass, **BOTH** bulletins will be kept in the room next to the Lift. Ushers will retrieve **BOTH** bulletins from that room after Communion, and give them out as the Congregation leaves and you bid the people goodbye.
- **AFTER** the Saturday 4 PM Mass:
 - Ushers will place **BOTH** leftover bulletins back in the room next to the Lift.
- **AFTER** the Sunday 10:30 AM Mass:
 - Place leftover Blessed Trinity bulletins on the Ushers Room counter.
 - Place leftover St. John's bulletins in the labeled wooden holders near all church entrances.
- Ushers should not open the inner doors **OR** be at the inner doors until the Priest starts to walk down the aisle after Mass.
- Remember Mass is still in session anytime before this, so please hand out bulletins at the church entrance door only.

Clean-up

- Any items left in the pews place in the Lost and Found box located on the Ushers Room counter. If it is a coat/sweater/etc., hang up the item on the coat rack in the Ushers Room.
- General clean up.

Vomit/Diarrhea Compounds

- Compounds are located in the 2nd cabinet on the right side in the Ushers Room.

General Notes

- Check your Ushers schedule. Sometimes scheduled ushers are in church and don't know it. The Ushers schedule is located in the weekend bulletin, bulletin board in the Ushers Room, and on the parish website (www.btsje.org>Blessed Trinity>Lay Ministries).
- Ushers Procedures and Emergency Procedures will also be included on the parish website (www.btsje.org>Blessed Trinity>Lay Ministries).
- Remember each usher is responsible for finding their own substitute. Please check the schedule to see who ushers at the Mass you usher at and call them.
- Be sure to check the Ushers Instruction Sheet (count sheet) on the Ushers Room counter before Mass. There may be something extra that needs to be done—reserved signs, second collections, etc.
- Try to perform your usher/greeter duties in ways that are the least distracting (limit quiet talking and movement in the back of church during Mass).

Elevator (Lift) Operation

- When using to bring up chairs, DO NOT put in more than one-half rack of chairs at a time in the lift because of weight limitations.