

USHER PROCEDURE FOR SUNDAY MASS

St. Thomas the Apostle

Prepare for Mass

- **Always request a substitute online if unavailable**
 - Log in to MSP at www.rotundasoftware.com/ministry/saintthomastheapostle
 - If you are not online, please notify the parish, finding a sub yourself if possible
- Spend some time in quiet **prayer** alone or with your family before Sunday Mass
- **Please arrive 20 minutes before Mass**
 - Sign in by checking off your name (or the person you replace) in the main entrance
 - Ushers are **Lead, Choir, Altar, Ambo**. **Lead is responsible** for all places being filled
 - Check to see if toilet paper supply is sufficient in the main entrance bathroom
 - Check to see if greeters have arrived for all 4 entrances; recruit or sub if necessary

Welcoming the People of God

- Assist in seating when the church is filling up; help late comers be seated between readings
- Help with various needs or emergencies that may arise; refer to the Liturgy Coordinator
- **Lead Usher** is responsible for meeting the family/couple who will bring forward the gifts
 - Ask the Liturgy Coordinator who the family(ies) are and where they are seated
 - Greet them by the gifts table during the collection, instruct, accompanying if less than 3

Preparation of the Gifts

- Gather the **Collection**
 - As the preparation song is announced, begin passing the collection baskets
 - Color arrows indicate where to pass baskets; color stars indicate which baskets to pick up
 - If there is an empty pew, walk down that pew to ensure it does not get off track
 - **Lead Usher** prepares the family to bring up gifts, retrieves children @ 10:30am Mass
 - **Choir Usher** passes 3 baskets for the *West* area, starting at the 1st & 5th rows of the center section, then the 1st row of the West side section, takes basket to the gifts table
 - **Altar Usher** passes 2 baskets for the *Center* area, starting baskets *at the 6th row*, receives baskets from both front sections at the 5th rows, takes baskets to the gifts table
 - **Ambo Usher** passes the baskets for the *East* area, walking a basket along the 1st row (disabled seating) and starting it at the 2nd, starts a basket at the 1st row for the center section, starts a basket at the 6th row of the center section, takes baskets to the gifts table
- *At the 10:30am Mass only, 2 ushers moves up the West side aisle while the gifts are brought forward, receive the basket from the altar server, take it downstairs for counting*

Communion Rite

- During the distribution of communion to Eucharistic Ministers, all 3 ushers may **move to the front** of the sections, progressively **inviting each row to communion, ensuring paths are clear**
 - After finishing the first 5 rows, **Choir Usher** assists persons seated at the break section (6th row), guiding them around the back of the church to communion

After Mass

- After the Sending Song, **Choir & Ambo** ushers take the collection directly to the office (5pm/8:30am)
- Ushers are not responsible for Lost and Found items, but may need to assist with bulletins