

# St. Edmond Catholic Church

401 King Charles Ave  
Rehoboth Beach, DE 19971



## Usher Ministry Handbook



Aug 2015

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Usher Ministry - Ushers at St. Edmond Catholic Church act to warmly welcome the people of God to each liturgical celebration, as well as to perform various duties as required of them and as defined in this Usher Ministry Handbook.

### **An Usher's Prayer**

**Almighty God, You have blessed each of us with unique gifts, and You have called us into specific stewardship actions and duties to best utilize those gifts. Enable us to use our talents to express our faith in You, and to communicate Your love in our daily lives and to those people we meet each day. Empower us to be ministers of Your love, hope and forgiveness through our responsibilities in welcoming and assisting all parishioners. Keep us steadfast in our commitment to serve faithfully in Your name; through Jesus Christ, our Lord. Amen**

### **Ushering - What it Means**

- Yours is the first of Christ's faces to greet God's people as they assemble in prayer.
- Your greeting is the word that welcomes the stranger to be at home, or the silence that makes of our congregation a foreign land.
- Yours is the task of discretion; knowing how to welcome; and when and where to seat the latecomer.
- Yours may be the last word that ushers the community to its week of work in the Lord's vineyard.
- Yours is the Lord's face and voice for those who enter and depart the holy ground of prayer.
- Come to your work and your post from your personal prayer; be as ready as the Lord to meet his people.
- Let your welcome and your smile be for all who enter; remember that you have time to see your close friends later in the week.
- Seek out the lost and confused; do not wait for them to come to you. When appropriate, lend a hand and an arm to the disabled, remembering your own infirmities.
- Greet each person as the Lord, for that is precisely whom you meet.
- When taking up the Offertory, remember that it is for the work of God's people, especially among the poor; remember too, that many who make an offering are themselves poor.
- Remember that you stand at the temple gates: some will come rejoicing and others in fear; some will come healed, and others to seek healing.
- Be sensitive and welcome all as best as you can.
- Some will rush by and ignore you; let go of your disappointment and pray for the Lord's gentle touch on their heavy hurried hearts.
- Some may fall ill while at prayer; see to their needs, as you would have them see to yours.

- Be slow to judge those who leave early; be glad that they have shared in our prayer and recall that only the Lord knows the reasons of the heart.
- When your brothers and sisters thank and praise you for your work, take delight in the welcome they have found and rejoice in the work the Lord has accomplished through you.
- Be faithful in the work you do, for through it the Lord saves his people.

## **The History of Ushers**

The ministry of ushers is the oldest lay ministry in the Catholic Church. The ushers of today have descended from a long line of people of God who have gone before them. During the time of Christ, the doorkeepers of the temple numbered in the hundreds and were the forerunners of today's ushers.

The more immediate predecessor of today's usher can be found in the clerical order of porter, instituted in the third century A.D. During those times, it was the duty of the porters, or ushers, to guard the door of the church against any intruders who might disturb the service. The porter duties were so important that they came to be included in the rite of ordination, where they were specified as "to ring the bells, open the church and sacristy, and open the book for the preacher." In 1972 Pope Paul VI abolished the order of porter and this important task was given over to the laity.

While today's ushers don't ring the bells or open the church, their primary duties and responsibilities include greeting and welcoming parishioners as they enter the church, helping parishioners find seats, taking up the collection, and wishing everyone a good day at the conclusion of the Eucharistic celebration.

## **The Usher Ministry**

The usher is a person chosen to reflect the warmth and welcome of Christ himself. Always conscious of Christ's words: "I was a stranger and you welcomed me." Ushers are friendly people who are attracted to all age groups and nationalities. The Usher Ministry is open to all – women and men, student girls and student boys.

The faith of the ushers enables them to see Christ's presence in individuals and in the gathered community of believers. Ushers can handle emergency situations with courage and assurance. They carry a dignity about themselves even when performing menial tasks.

### **Whatsoever You Do to the Least of My People**

Stationed at the door of the church, ushers act as hosts to warmly welcome the people of God to each Eucharistic celebration, assist in seating the congregation, support the other ministers, and help in the collection.

## **Introduction**

### **Humble Service**

Every liturgical ministry is established to serve the worshiping congregation. All those who serve in special roles are servants of the congregation; their task is to help the congregation fulfill its vital role in the liturgy. The usher has the opportunity and the responsibility to represent the rest of the congregation in offering hospitality. People's impression of a parish is significantly shaped by the

presence or absence of a welcoming atmosphere where they come to worship. Offering a smile and a word of welcome can have a profound impact on people as they arrive, especially if they are visitors to the parish.

Welcoming people and making them feel at home is one way in which ushers help build up the church. Hospitality is a vital element in creating a sense of community for worship. A person who feels welcomed and valued is much more likely to enter wholeheartedly into the celebration of the liturgy, giving thanks to God for the love that God pours out on us.

### **Appropriate Attire**

A neat and reverential appearance is in keeping with the usher's role as a visible example of welcome and hospitality. The Usher's attire should not detract from their role. The preferred attire is that men should wear a jacket and tie, and women should wear an appropriate dress of acceptable length or slack suit. Preferably no sundress should be worn.

Remember that the priests have no choice in what they wear to Mass. Their vestments can be very warm, but we know that we are all engaged in the greatest prayer of all.

### **Usher Badge**

Each usher should wear an usher badge provided by the church to be identifiable to our priests, parishioners and visitors. Usher badges may be attached to a shirt pocket, suit coat pocket, or pinned on.

Ushers may keep their badge. Additional badges are kept in the usher closet in case an alternate usher is asked to serve, they will have a badge available. If an alternate usher is provided a badge for a particular Mass, the Mass Captain should ask for the return of the badge after Mass so the next alternate usher will have one to attach to his or her attire.

### **Scheduling**

Scheduling of ushers is done based on Mass preference basis and is coordinated through the Head Usher. Four ushers are scheduled for our Saturday and Sunday Masses, as well as on holydays of obligation and at any special Masses. At times there will be a need for the Mass Captain to select an alternate usher from the congregation to assist when the choir loft area is being used.

During the summer season, there will be a need for ushers to serve when additional Masses are being celebrated in either the hall or at a remote location.

The current schedule is posted in the usher's closet and on the St. Edmond website. The schedule will be revised accordingly by the Head Usher for summer vs. winter Masses. The Head Usher will also prepare a schedule for special Masses, e.g. holydays of obligation, Easter and Christmas.

### **Usher Locations**

Ushers generally stand behind the rear pews, near the door, within the congregation so as to be always attentive to the needs of the faithful, and to enable them to best exercise their ministerial role.

## **Procedures**

### **Procedure Before The Liturgy**

1. Arrive at the church 20 - 30 minutes prior to the start of Mass.
2. The first usher to arrive should make sure reserved ropes are placed on both ends of the second pew on the Tabernacle side of the church to reserve the seats for the Extraordinary Ministers of Holy Communion. Also, a reserved cover should be placed on the second pew on the Holy Family side for the Lector. For other special Masses or services, the Head Usher will request that reserved cover(s) be placed on other designated pews as necessary.
3. Check that the large offertory collection basket(s) are located under the table at the back of the church.
4. Ensure that all the doors are unlocked, the speaker switch in the sanctuary is turned on, and the exterior lights are turned on when appropriate. The light switches are located in the vestibule and at either exterior side door.
5. Check that bulletins are placed in the outside bulletin holder near the front bulletin board, and in the bulletin rack at the top of the steps leading to the choir loft.
6. Ensure that there are four collection baskets, two for the center aisles and two for the outer aisles of the church. A fifth collection basket may be needed if the choir loft area is used for seating parishioners. Also, ensure there are rectangular baskets available to gather the money from the collection(s)
7. Check the pews for items that need to be removed prior to your Mass (bulletins, water bottles, etc.); place songbooks and the church Sunday Missal book into the book racks on the back of each pew. Place the kneelers in an up position. Also, any personal or valuable items left by the parishioners should be placed in the lost and found box in the usher's closet. Anything found of significant value should be given to a priest or Mass Captain for safekeeping.
8. If a parishioner needs Holy Water, please direct them to the Holy Water cups at two locations on the rear inside and outside walls of the church, and at either side door.
9. Assist with seating as necessary. Attempt to fill front pews first and encourage people to fill in pews towards the middle. Point out places for wheelchairs when appropriate; wheelchairs can only be parked where the space is designated not blocking any aisle.
10. Select the gift bearers and give them any necessary instructions. When choosing the gift bearers, remember that they represent the Usher Ministry and the entire congregation and should be dressed appropriately to reflect the general appearance of the congregation.
11. Meet, greet and seat parishioners.
12. Have a hymnal ready for the celebrant, with the page turned to the opening hymn.

### **Gathering Rite**

1. Once the entrance procession has begun down the center aisle, close all the church doors. It is appropriate that at least two ushers stay near the rear center doors during this time to inform people that we are waiting for the proper time for them to enter the worship space.
2. For those latecomers, have them wait until the Opening Prayer has been said before assisting them to find seats prior to the beginning of the first reading.

### **Liturgy of the Word**

1. During the Liturgy of the Word, to show respect for the Word of God among us, the following are appropriate times to allow people to find seats:
  - ◆ Between the 1<sup>st</sup> reading and the Psalm,

- ◆ Between the Psalm and the 2<sup>nd</sup> reading,
- ◆ Following the 2<sup>nd</sup> reading.

Generally it is preferred to not allow people to seek seating during any of the readings.

2. It is important to gently ask latecomers to remain in the rear of the church until the appropriate pause so they do not distract the congregation from their worship while being seated.
3. One usher should be at each aisle entry point of the worship space to be able to facilitate this process.
4. At an overflow Mass, the ushers should ask any latecomers to stand down the outside aisles. Latecomers are NOT permitted to stand in front of the rear interior doors. This is a Fire Marshall requirement.

### **Collection of Gifts**

1. The Mass Captain should select a known parishioner to hold the large collection gift basket (marked 1<sup>st</sup> collection) while the ushers take the collection. The parishioner holding the large collection gift basket may be asked to take the collection of the standing parishioners in the back of the church. After the prayers for those who have died are mentioned, the congregation will begin to seat itself. This is the signal for the ushers to process down each aisle. The four ushers, one usher at each of the four aisles, will process in unison down each aisle to the front pews with reverence to the altar and genuflect. The ushers, with the collection baskets in hand, will start the collection while working towards the back of the church. After the ushers get to the end of their aisle, they should empty the basket into the large collection gift basket.
2. After the 1<sup>st</sup> collection has been consolidated into the large rectangular collection gift basket, the Mass Captain will provide the Gift Bearers with the hosts and wine and will also designate an usher or a Gift Bearer family member to carry the gifts (bread and wine) and the collection gift basket to the Mass Celebrant. The members of the Offertory Procession will process together down the center aisle, and upon arriving at the altar step, present the Gifts and the collection gift basket(s) to the Celebrant. The Gift Bearers and the usher will bow together and proceed to return to their seats.

### **Second Collection**

At all Masses during the summer months there is a parish second collection. The list for diocesan second collections will be posted in the usher's closet. If a 2<sup>nd</sup> collection is to be taken, it shall be done immediately after the return of the usher who has taken the 1<sup>st</sup> collection basket to the Celebrant. Upon completion of the 2<sup>nd</sup> collection, the collection shall be consolidated into the large rectangular collection gift basket. The Mass Captain shall approach the Cantor's lectern by going down the outside aisle and shall place the basket in the 1<sup>st</sup> basket already at the lectern.

Be sure a known parishioner holds the large collection gift basket identified for second collections. By keeping the first collection separate from the second collection will allow the Offertory Money Counters to effectively perform their duty.

### **Sign of Peace**

After the Lord's Prayer, ushers shall exchange the Sign of Peace among themselves and with any parishioners at the back of the church and in the last one or two center aisle pews. At the conclusion of the Sign of Peace, the ushers shall process up the center aisle. Upon arriving at the side of the front pew, the second usher on either side will line up behind the first usher.

## **Communion Procession**

Once the Fraction Rite has occurred and the Celebrant and Deacon have taken communion, the front usher on either side will move to stand in front of the first pew. The second usher will then move forward a step. In this way all the ushers will be in a straight line to await the beginning of the Communion Procession.

After receiving Communion, the first and last usher shall return to the back of the church while the two remaining ushers at the front pews shall start directing the parishioners from the pews to receive Communion. Do not direct parishioners from the pews until the Celebrant and the Extraordinary Ministers have taken their respective stations.

The Communion Procession will occur in the center aisle and people will return to their seats via the far right and left side aisles once they have received communion.

If anyone in your section requires that Communion be brought to him/her at their seat, inform the Head Extraordinary Minister prior to the start of Mass, if possible.

The first and last ushers to receive communion will direct parishioners standing in the back of the church and in the last two or three pews on either side, to take Communion from the Extraordinary Minister assigned to the choir loft and back of the church. If there is no Extraordinary Minister available, then the parishioners will be directed to the front.

## **Mass Attendance Counts**

At times the Pastor and/or diocese will request that a count be taken of parishioners/visitors attending Masses. When a request is made by the Pastor, the Head Usher will prepare a Mass count table showing each Mass time. Each year for the month of October, the diocese sends a formal letter that requests a count at all the Masses for that month.

The Mass counts are generally done when the ushers are taking up the collection. The count can be done either by counting all the parishioners (seated and standing) or by counting only the empty seats plus the people standing. A count of the choir loft area and the sanctuary is also to be done. A letter showing the total available seating for each side of the church, the choir loft area, and the sanctuary is posted in the usher's closet. The Mass Captain is to write in the Mass count table the attendance count for his/her specific Mass. The Head Usher will gather the particular Mass attendance count data and present it to the Pastor.

## **Concluding Rite**

After the Post-Communion Prayer, at the final blessing by the Celebrant, two ushers will take the church bulletins to each of the two side doors of the church. In order to show reverence and respect to the Celebrant and the procession, the ushers at the two interior doors at the back of the church will stand in front of each door with the bulletins at his or her side and will not open the doors until the celebrant's procession has begun through the church. If some parishioners need to leave early and want to use the door let them continue on their way. In no way is an usher to encourage the parishioners to leave the church early. The four exterior doors may be opened prior to the start of the Procession.

## **Following the Liturgy**

Each of the ushers will assist with checking the pews for items that need to be removed after Mass (bulletins, water bottles, etc.). Please return the church Sunday Missal books into the book racks on the back of each pew. Also, any personal or valuable items left by parishioners should be placed in the lost and found container in the usher's closet. Anything found of significant value should be given to a priest or Mass Captain for safekeeping. The reserved ropes for the Extraordinary Ministers of Holy Communion pew and the reserved cover for the Lector pew should be placed on the respective pews for the subsequent Mass. At the end of all Masses, they should be returned to the usher closet.

If the heating or air conditioning is on, please promptly close all doors to the church to conserve energy and to maintain a pleasant environment for the next Mass.

If it is the last Mass of the day, the Mass Captain will ensure that the lights, ceiling fans and speaker switch are turned off, all candles have been extinguished, and the exterior doors are locked. Also, the Mass Captain will check that all the doors in the sacristy have been locked.

## **Variations for Mass in the Hall and Remote Location**

For the summer season, to accommodate additional people visiting our church, two Sunday Masses are celebrated in the hall and one Sunday Mass may be celebrated at a remote location. The Head Usher will schedule ushers for these additional Masses.

Prior to the first Mass in the hall, the Mass Captain should assure that money bags are available: white bags for the first collection and pink bags for the second collection. In addition, rubber bands will be necessary to wrap around the money bags. These materials can be secured from the sacristy. For Communion in the hall, the need to guide people to the Communion stations should be determined by the Mass Captain depending upon the number of people attending the Mass. After Mass, the Mass Captain should take the money from the collection baskets and place it in the proper colored bags. The money bags are then to be taken to the church safe. All lights in the hall should be turned off by the Mass Captain. Final locking of the hall doors will be done by one of the priests later in the day.

For Mass at a remote location, the Liturgy Ministry will be responsible for setting up the altar, setting up chairs for seating at the Masses, and for getting the collection baskets and the money bags to the remote location. The Usher Ministry may be asked to provide assistance with any these activities. The need to guide people to the Communion stations will need to be determined at Mass time by the Mass Captain. After Mass, the Mass Captain should take the money from the collection baskets and place it in the proper colored bags. The money bags will be returned to the church by the Liturgy Ministry Representative.

## **Usher Check List**

- **Arrival** - 20 to 30 minutes before start of Mass.
- **Check in** - Make sure you have your church issued usher badge on.
- **Outside Doors** - Open the exterior doors as a sign of welcoming as parishioners arrive, except in winter or if the air conditioning is on.
- **Housekeeping** (after Mass) – (See procedure under “Following the Liturgy.”)
- **Gift Table** – Make sure the wine and hosts have been brought to the table by the Extraordinary Ministers, and that the collection baskets have been returned.

- **Taking of the Gifts** – Before the start of Mass, select parishioners to take the Gifts to the priest during the Preparation of the Gifts.
- **Lookout** - Be aware of any parishioners who wish to receive the Body and Blessed Blood at their pew.
- **Offertory** - Take up the collection (See procedure under “Collection of Gifts.”)
- **Eucharist** - Direct parishioners from the pews (See procedure under “Communion Procession”.)
- **Recession** - Open interior and exterior doors (See procedure under “Following the Liturgy”).
- **Housekeeping** (after Mass) **and Close-up** (See procedure under “Following the Liturgy.”)

## Position Responsibilities

### Head Usher

In addition to being an active usher, the responsibilities of the Head Usher include: scheduling an annual meeting with the ushers, representing the Usher Ministry at the Liturgy Ministry meetings, compiling usher Mass assignments for the Mass Captains, maintaining an usher data base, communicating with all ushers whenever pertinent information pertains to the Usher Ministry, assisting the Mass Captains in the training of new ushers, providing an usher badge to new ushers, updating the St. Edmond Usher Ministry Handbook and the Usher Ministry Strategic Plan as needed, and providing new ushers with a copy of the Usher Ministry Handbook. The Head Usher also keeps the Pastor and the Liturgy Ministry apprised of any issues that arise pertaining to the Usher Ministry, and he/she is an active usher.

### Assistant Head Usher

The Assistant Head Usher is selected by the Head Usher and is also a Mass Captain. The responsibilities of the Assistant Head Usher are to assist the Head Usher with his/her duties, to assist the Mass Captains in recruitment and training, and to randomly attend Masses other than his or her own to observe and help as necessary.

### Mass Captain

The Mass Captain is the usher in charge of the other ushers at an assigned Mass. He or she is selected by the Head Usher and is responsible for having all his/her assigned ushers follow the guidelines set forth in this Handbook. The Mass Captain’s duties also include the following:

1. Setting an example for his fellow ushers and parishioners by his dress, demeanor, attitude, and friendliness.
2. Assisting in the recruiting of new ushers for his/her Mass, and informing the Head Usher of the recruit’s name so the new usher can be listed on the usher roster.
3. Assigning his/her ushers with their duties at their Mass (selecting parishioners to take up the Gifts, checking the Gift Table, selecting which ushers will be taking the Offertory Collection, and which ushers will let parishioners out for Communion).
4. Locating alternate ushers and willing parishioners to assist him/her with the Offertory Collection and the handing out of church bulletins and the Diocesan Dialog when a regular usher is not able to be at Mass.
5. One may deviate from these guidelines as conditions dictate.

## Miscellaneous Items

### Volunteer - Assignment Procedure for Special Occasions

In addition to the regular weekend Masses, on several occasions like holydays of obligation, Easter Week and Christmas, there will be additional Masses that will require ushers. Ushers may be needed for First Communion, Confirmation, and parishioner funerals if requested by the pastor. Ushers should anticipate asking to serve at these special occasions. The Head Usher will contact the ushers to coordinate scheduling and to give all ushers the opportunity to select the Mass of their choice.

### Finding a Substitute

If an usher cannot serve at their regularly scheduled Mass, they need to contact the Mass Captain and inform him/her that they will not be able to serve at the scheduled Mass. It is recommended to give your Mass Captain as much advance notice as possible.

### Recruiting New Ushers

As in all ministries, there is a need to recruit new members. With the development of the Youth Leadership Council, grade school and high school students have become a new source for potential ushers. Recruitment is a task that each usher needs to assist with so there will always be an adequate number of ushers to help at all Masses.

### Usher Handbook

The St. Edmond Usher Ministry Handbook will be given to each current and new usher. A copy of the usher handbook will be placed in the general Ministry Procedures Manual located in the Sacristy mail bin, and is included under the Liturgical Ministries/Usher link of the parish website.

### Usher Ministry Strategic Plan

At St. Edmond, each parish ministry has developed a Strategic Plan to outline a specific goal for the ministry, together with strategies and action steps to achieve that goal. The Usher Ministry Strategic Plan is included in the Parish Strategic Plan. The Usher Ministry Strategic Plan is reviewed and revised on an annual basis, at a minimum.

### Usher Web Site

The St. Edmond Usher Ministry Handbook, and other information pertaining to the Usher Ministry, is available online under the Liturgical Ministries/Usher link on the parish website.

### In Case of Fire

1. Fire and Evacuation Plan: When the fire alarm sounds, immediately search for a fire. If no fire is found, let the other ushers know. The alarm system will have to be reset by the pastor by pressing the special code 1234. If a fire is discovered, **Call 911** and evacuate the area. The church address is 401 King Charles Ave. The number is shown on the front of church. Fire extinguishers may be used to battle small fires. Do not risk being overcome by smoke or toxic fumes.
2. The fire alarm and a fire extinguisher are located in the vestibule. A second fire extinguisher is located in the Sacristy. A fire extinguisher is also located in the hall kitchen area.

3. The Mass Captain should meet the fire truck and direct fire personnel to the fire. The remaining ushers should be available to assist parishioners leaving the church and should gather near the fire truck for additional instructions.

### **First Aid and Medical Emergencies**

1. Be alert for any problems which may occur. If anyone collapses or becomes ill, assist them as needed. DO NOT attempt to move or carry anyone, especially if they are not conscious or may be having a heart attack, or if they are in convulsions.
2. For medical emergencies, **call 911** for an ambulance. Our church address is 401 King Charles Ave and is shown on the front of church. One usher should meet the arriving ambulance and direct EMTs to the emergency. All ushers are encouraged to become CPR trained. An Automatic External Defibrillator (AED) is located in the church usher closet and in the hall usher closet.
3. A first aid kit is located in the church usher closet; another is located in the hall kitchen area. Use them to assist parishioners with minor medical situations.
4. A metal folding chair is in the church usher closet should someone need on.

### **Handicapped Door Operation**

On occasion, the handicapped door gets over-extended and remains in the open position. If this happens at your Mass, you need to move the on/off switch to the OFF position and then remove the power cord from the receptacle. The door will slowly close by itself. Once the door is closed, reverse the procedure, i.e. put the power cord into the receptacle and turn the switch to the ON position. The door should now operate properly when the handicapped door opening pad is touched.

### **Restroom**

The Restroom is located at the back of the church on the Holy Family side. An LED light outside the door announces whether the restroom is occupied. A key to open a locked door is located on a small nail at the upper right of the door frame.

### **Usher Interest Form**

Please complete the following information relative to your Mass preference as well as provide some input regarding the scheduling of ushers. The purpose is to make the scheduling easier as well as more accommodating for each usher, realizing that it is impossible to meet everyone's needs; if we know what could work for you, we can try to make a schedule that could work for most everyone.

# PLEASE PRINT

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Retired: Y \_\_\_\_\_ N \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you check your emails often: Y \_\_\_\_\_ N \_\_\_\_\_

Would you prefer to receive Usher schedules and other information about the ministry via email? Y \_\_\_\_\_ N \_\_\_\_\_

Mass preference: [Please number 1-3; 1 for the Masses that you most prefer, 2 for the Masses that you sometimes attend and are willing to be scheduled for, and 3 for the Masses that you never attend.]

Saturday: 4:00 PM \_\_\_\_\_ 5:30PM \_\_\_\_\_ Sunday: 7:30 AM \_\_\_\_\_ 9:00 AM \_\_\_\_\_

10:30 AM \_\_\_\_\_ 4:30PM \_\_\_\_\_ Sunday Lower Church: 9:15 AM \_\_\_\_\_ 10:45 AM \_\_\_\_\_

Please identify any other Liturgical Ministries for which a family member is involved:

Altar Server \_\_\_\_\_ Adult Choir \_\_\_\_\_ EM \_\_\_\_\_ Reader \_\_\_\_\_

What type of frequency are you willing to serve as an Usher? \_\_\_\_\_

Would you like to usher as a family? Y \_\_\_\_\_ N \_\_\_\_\_ If yes, who do you want included?

Would you be willing to serve as Mass Captain at your chosen Mass? Y \_\_\_\_\_ N \_\_\_\_\_

PLEASE RETURN FORM TO AN USHER, OR PLACE IN THE MAILBOX SLOT IN THE PARISH OFFICE