

St. Paul Parish Guidelines for Ushers

INTRODUCTION

We have prepared the following Guidelines for Ushers. These are to apply to those ministering during Sunday Mass, as well as other liturgical celebrations. The purpose of these notes is to provide guidelines for this very important lay liturgical ministry of the Church.

MINISTRY OF HOSPITALITY

Ushers are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy.

REQUIREMENTS

1. The Ministry of Usher is truly a service to the Church and should be treated seriously and with great dignity. Therefore, Ushers should have an understanding of the Liturgy in order to be effective in providing the faithful with the proper environment.
2. In addition, the following attributes will assist the ministers of seeking Jesus' face in the face of each and every person who comes into the church: patience, reverence, sensitivity, compassion, understanding, gentleness, embracing a sense of the family gathered as the Body of Christ.
3. Your participation in the lay ministry of usher should be a direct reflection of your own prayer life which is nurtured by the Word of God and reception of Holy Eucharist thereby imbuing within you a spirit of dignity and respect.

USHERS

In general, ushers carry the responsibility for the following:

1. Seating those assembled for Mass and especially taking special efforts to seat the faithful during the natural breaks in the Mass.
2. Attending to the needs of the disabled through such things as holding doors open, or locating non sloped areas places for wheelchairs and walkers.
3. Assisting the handicapped in receiving Holy Communion as well as facilitating the Communion procession. However it is not necessary to stand at each row while that row goes to Communion, which has the appearance of "keeping track" of who goes and who does not receive Holy Communion.

- Opening doors to make sure the entrance into the church is welcoming to all
- Giving full attention to the gathering assembly by offering a ‘Good Morning’
- Smile, which not only magnifies your true inner sincerity and sensitivity, but is an international sign of welcome to all the faithful.
- When all are seated, the ushers should close the doors to the vestibule.
- After Mass ushers should check the pews for clutter and dispose of it.

PREPARATION

1. Pray.
2. See Christ in everyone.

HELPFUL HINTS

1. Clothing should be appropriate for the Liturgy, modest and in keeping with the dignity of the ministry.
2. Ushers should be seated in a place which allows for easy access to the various responsibilities.
3. One usher at each Mass should take responsibility for coordinating the collection. We will be using baskets with handles so two of the ushers should go to the first pews on each side. And another two should begin extending the baskets half way down the main aisle and when finished they should go up the side aisles to collect the offering from people seated on those aisles.
4. The collection should be brought forward and placed in front of the Lectern. After Mass the coordinating usher should place the funds and the slip in the bag, lock it, and take it to the drop box by the parish office