

## **BEFORE MASS**

1. Arrive 20 minutes early on the days you are scheduled to usher.
2. Find your own substitute well in advance if you cannot make it.
3. Men should dress appropriately wearing a coat and tie or at least a sport coat. Women should also dress appropriately.
4. Proceed to the Usher room and sign-in. If you are substituting for someone, write his or her name in the appropriate place. You should sign up for a specific “location”. Locations are designated as South Doors 1 & 2, North Doors 1 & 2 and Main Doors 1 & 2.
5. Obtain your nametag from the board in the Usher’s room. Nametags are used to help people identify you as an Usher. Notify Usher Coordinator if your nametag is missing or defective so a new one may be obtained.
6. Check the bulletin board for any special instructions (for example: placing ropes across the front pew(s); or notices about special collections).
7. The Usher(s) at the “Main” location need(s) to be aware of how many Ushers have signed in. If you are shorthanded, try to find someone else to help at least 10 minutes before Mass. Ushers should be responsible teenagers

at a minimum. Children should not be asked to be an Usher.

8. Pre-position the collection baskets: for the two aisles, at the base of the statues; for the center aisle, under the small table bearing the gifts (Communion vessels).
9. Recruit a family to take up the gifts. You may ask a family or individuals. You will need at least two people who will have their hands free to handle the wine and bread vessels. Offer to signal them when the time comes. Try to spread this honor among various families, people or individuals from one week to the next.
10. Assistive Listening Devices are available in Usher’s room on the back wall. Before issuing a device, turn it on to make sure battery is good. At the end of Mass, it is important that you remember to collect any device(s) you handed out. Make sure the indicator light on the device is off, and return to storage.
11. Handicapped people will often need assistance. Wheelchairs are located in the Usher’s room. If you have a “regular” parishioner needing assistance, consider pre-positioning a wheelchair at your location. If an individual appears not to be able to easily approach the Priest or a Minister of Communion, ask if they would like Communion brought to them. Inform

the person that he/she will be brought Communion. After you have received Communion, direct the Priest or Minister to that individual.

## **GREETING**

12. Once you have selected your Usher location, you should report to your respective door and begin greeting people and assisting them when they arrive at church. Please do not stand at the back and visit with the other Ushers when you should be at your assigned location.
13. Greet people with friendliness and warmth, but without being too intrusive.
14. Smile.
15. Avoid getting into conversations. Visit with your friends after Mass.
16. Welcome everyone you can, not just those you already know and not just the most outgoing.
17. Greet children and teens as well as adults.
18. If newcomers introduce themselves to you, offer directions to the parish nursery, cry room, drinking fountains and restrooms, as needed.
19. Gently offer assistance to anyone who appears to need it: elderly person, adults with small children, or anyone

with a disability. Be sure to give them freedom to refuse assistance.

## **DURING MASS**

20. All Ushers should maintain an awareness of where vacant spots exist in pews during times when the congregation is full and parishioners need help in seating. Latecomers should be seated toward the back whenever possible to avoid distracting others. **Do not seat people during the Readings, while the Gospel is being proclaimed or during the Homily.**
21. Make a mental note of the location of any medical personnel you know in the congregation, should an occasion arise where you might need their help. Offer assistance to anyone who becomes ill during Mass. A listing of Emergency Telephone Numbers is posted in the Usher’s Room. A telephone is located in the sacristy.
22. First Collection: When the Priest sits after the Prayer of the Faithful, Ushers should proceed to the front of church in a uniform manner, taking a cue from the “Main” Usher(s) location for the go signal. Upon arrival at the front, Ushers should make genuflect (if able) or make a simple bow toward the altar, and then begin passing the collection baskets. Usually, one of the Ushers at the “North” location will circulate the baskets in the Cry Room. However, if an Usher at the “Main”

location finishes first, then he/she can collect from the Cry Room.

23. See pamphlet in Usher room for details on handling the money.

24. Communion Time: Proceed down the aisle after the Priest begins to give Communion to the Eucharistic Ministers. Upon reaching the front, genuflect (if able), or bow. The Lord is present on the altar. Direct parishioners out of the pews in an orderly fashion. If the line in one aisle is longer than the other, encourage parishioners in the longer line to move to the shorter line. Families with small children will likely want to stay where the Priest is giving Communion to receive a blessing for the child. That's okay. You may receive Communion at the end of the line. If necessary, lead the Priest, Deacon or Extraordinary Minister to anyone who needs the Eucharist brought to them.

25. Second Collection: Begin the second collection immediately after the Ciborium are returned to the Tabernacle, following the same routine as for the first collection.

26. Immediately after depositing the second collection into the safe (or after Communion, if no second collection), obtain a supply of bulletins from the priest's vesting room and return to your location to distribute bulletins to the parishioners as they leave. Ensure bulletins are placed at the Chapel

entrance or, when available, an Usher should pass them out at that location.

### **AFTER MASS**

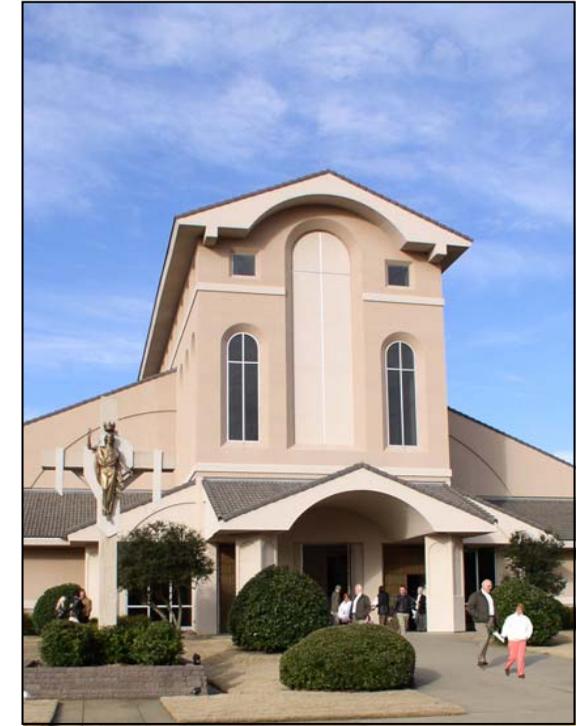
27. Check the pews on your side for any books left in the seats. Return them to the bookrack on the back of the pews. **(Return extra bulletins to the priest's vesting room). Do not leave bulletins at the exits or in the wall racks except after the 6:00 P.M. Mass on Sundays.** Also, pick up any litter and look for other articles left in the pews and, if of "no value," put them in the Usher's Room on the "Lost and Found" shelf. Items of value (purses, etc.) should be given to the Priest or Deacon for follow-up action to locate the owner. No one should **ever** open a purse or wallet by himself or herself. It is advisable that two people be present.

28. After completing your duties, remove your nametag and place it on the board in the Usher's room according to the Mass you serve.

August 5, 2013

## **USHER MINISTRY**

### **Christ the King Catholic Church**



#### **Usher Coordinators**

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