

# USHER GUIDELINES - 2010

Ushers are called to reflect the warmth and welcome of Christ Himself. They serve the people of God by helping create an atmosphere of warmth, acceptance and welcome when they gather for worship. Ushers handle emergency situations with courage and common sense and they perform ordinary tasks with dignity and efficiency.

- ❖ Please arrange for a substitute if you cannot be available for your scheduled Mass.
- ❖ Arrive at the Church **20 minutes** before Mass starts. Help set the tone of friendliness for Mass by greeting friends and acquaintances by name. Two Ushers should be at each of the doors. Hold the door open and greet each person entering. The Greeters will assist in this.
- ❖ Wear your Usher name tag at all times. The name tags are stored in the Information Center.
- ❖ After the procession begins, Ushers are to close the inner doors, and direct latecomers to available seats using the side aisles only. Be subtle in gesturing to people that seats are available. For crowded Masses, one Usher should remain in each side aisle until just before the First Reading begins. This will avoid a lot of walking back and forth.
- ❖ Seat all who come--leave no one standing. If needed, use the Gathering Space. *(People should be seated in the Gathering Space only when there are insufficient seats in the church!)*
- ❖ Do not seat latecomers during the Liturgy of the Word.
- ❖ At the end of the Homily, one of the Ushers should alert the Children's Liturgy of the Word leaders that it is time for them to prepare to return to the Assembly.
- ❖ All Ushers are to pass the collection baskets in the normal manner. Make certain a basket is placed under the last pew in the Gathering Space to collect monies there, if necessary.
- ❖ The collection should begin **immediately** after all are seated for the Offertory. Do not wait for the children to return from Children's Liturgy of the Word.
- ❖ Please remind the assigned Greeters that they are to bring up the gifts after the collection has been concluded. The gifts are handed to the Presider and Servers; the collection is placed in front of the Altar. If there is a Second Collection, one of the Ushers places it in front of the Altar.
- ❖ Do not open the doors at the end of Mass until after the Recessional Hymn or Instrumental Music has begun. Opening them too soon is distracting and may be interpreted that Mass is over.
- ❖ After Mass, at each door, Greeters and Ushers offer every family a bulletin as they leave.
- ❖ Please assist in cleaning up the Church and Gathering Space after Mass. Worship Aids should be placed back in the basket, straighten any other materials in the area, and dispose of any trash left in the pews or on the floor.
- ❖ If you have young children in your family who are assisting as Ushers, please be sure to discuss these Guidelines with them on an age-appropriate level.

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## Head Usher Duties

- ❖ Please make certain that Ushers cover each entrance to welcome people as they enter. At these same places after Mass, they can assist with distribution of bulletins, etc.
- ❖ Please check for any special instructions, which will be posted inside the Information Center.
- ❖ If any of the Ushers are not present, please find a replacements before Mass begins.
- ❖ Watch for any special needs that may arise (*someone who needs Communion brought to them, or needs help in being seated, etc.*)
- ❖ Check with the Sacristan before Mass to see if anything special will take place before, during or after Mass.

## SPECIAL NOTES FOR ALL USHERS

*In an emergency it is very important to know where these items are located so that you can access them quickly.*

Fire Extinguishers: There are 5 located in the church space.

- A. Outside the Nursery door
- B. Outside the main restrooms by the water fountains
- C. In the hallway outside the Sacristy
- D. In the Sacristy above the countertop where the Lector materials are kept
- E. Outside the door leading into the bell tower storage area

Wheelchairs:

Wheelchairs are to be kept in the hallway under the coat rack.

Cups/Straws:

Paper cups and straws are available in the Sacristy in the cabinet above the countertop. If supplies are not available, please notify a Sacristan. The water fountain is located by the restrooms near the Hospitality Room.

First Aid Kits:

Church Sacristy: in the cabinet above the countertop  
Small Kitchen in Church: in the cabinet above the stove  
Nursery: in the cabinet to the left as you enter the Nursery  
Parish Hall Kitchen: in the cabinet to the right of the sink

Defibrillators:

Only those trained to use these devices properly should attempt to use them in case of necessity. In an emergency, call 911.