

## **Directions**

### **Before Mass**

1. Arrive at least 10 minutes before Mass begins.
2. Make sure you know where the usher baskets are.
3. As people enter the church, greet them; shake their hands if you wish. If they need assistance in any way, please offer it to them. The elderly and those with small children may need help.
4. Direct people to pews when the church is full and, if needed, setup folding chairs and direct people to these.
5. Please be aware of those who are disabled. Ask them if they want communion and then make sure you get a minister to give them communion.
6. Find gift bearers to take up the gifts at offertory; at least 1 for the water and wine and 1 for bread. (A family would be nice.) Be sure to tell them that they are to come up during the petitions and be ready to go to the back. They are to walk down the aisle and each should present their gifts to the priest, and step aside, water and wine first. All bow together and head back to their pew.
7. If you need more ushers, please find them yourself or have other ushers find them. Worst case, let the priest/deacon know so that they can announce this during the opening introduction.
8. At least one usher should remain standing in the rear during start of the Mass, in case of emergencies, intruders, or late arrivals needing to be seated.
9. Second Collection Announcement - Be sure to be attentive to the priest during the opening welcome, when he tells the congregation to greet those around him. He will indicate if there is going to be a second collection or not.

### **During Mass**

1. After the start of mass, you should be in the back and can sit, but still keep an eye on things as people may need help. People do come in late and need help to be seated so help direct them to a spot.
2. Close doors once priest begins. Open doors after final blessing.
3. Make sure the gift bearers, if there are people other than ushers, are ready so that the server can come and lead them down. This can be done before you go down the aisle.
4. Each usher takes baskets and goes to the front of his/her section, genuflect, and start at the front and proceed to the back.
5. Second collections take place immediately after the first collection has been completed.
6. When each usher has gathered the collection(s) from the assigned areas, go to the back and combine and then bring it to the front and place it in front of the altar.
7. During communion procession, please assist people as they leave the pews, both from the center and the side seating areas. Do not shake hands with people as they come out of the pews, unless they offer their hand to you. Alert minister for communion to disabled.

### **After Mass**

1. Pass out bulletins at all church door entrances as people leave, wishing them a good day!
2. Each usher should look in the assigned area. Take a quick glance through the church and help keep the church clean. Replace hymnals in racks if in the pews. If you find items, put general stuff like mittens or toys in lost and found otherwise personal items can be in put in sacristy.

## Usher Directions Guidelines

### Guidelines

- Observe needs and watch for emergencies. If needed, seek out help or a medical professional. If you cannot locate a nurse or doctor, check with one of the staff (deacon, priest, music director) to help locate someone. Call 911 if needed.
- Dress in appropriate attire: nice shirt, shoes, pants or dress. No shorts or flip flops.
- **Leaders** - Are answer any questions which come up. They are also to correct and help if they see things which are concerning or if asked by Father. They basically keep things going smoothly. Scheduling will be done by another person.
- **Scheduling** - At the beginning of each scheduling cycle, schedules will be available in the back of each church. If you know you are going to be away for certain dates, let the scheduler know. If you can't make a scheduled time it is up to you to find a replacement.
- **Training** – Training is required. If someone can't make the training sessions, they are to let the appropriate person know. Once trained review the guidelines and directions each year. These are available on the website.

### **Additional Instructions**

- First aid kit and other things?
- Fire alarm?
- Cleaning up something?
- Call 911 in case of heart/fainting or at a family member's request. **Stay on the line with the operator** until she/he tells you to hang up. If necessary, ask priest to request help from a person with first aid/CPR training from the people present in the congregation.
- See the Usher Emergency Procedures document for further details.