

USHERS AND USHERETTES

“Door Greeters”

Welcome – There is NO un-important ministry, no matter how modest or simple the tasks. Ministers are stewards of their ministry and remain accountable for it.

Guidelines and Tips

- Arrive 15 minutes before the start of Mass
- Greet everyone with a warm **“Welcome”**. This is evangelizing!
- Dress appropriately
- Recruit a family of 2 or 3 OR 2 individuals from the congregation to present the gifts of bread and wine. The ushers (2) will carry the collection basket and the book of intentions if only 2 individuals present the bread and wine.
- Seat people during appropriate times if Mass has begun when they arrive
- When walking up to the front to begin the collection the ushers will do a profound bow. It is not necessary to genuflect.
- Become familiar with the sealing of the collection bag
- Become familiar with the layout of the church (i.e. bathrooms, handicap access, lost and found, sacristy, candle storage for purchase, fire extinguishers, location of bulletins in the ministers’ closet)
- Know the fire evacuation plan
- Know the parish staff, office hours and telephone number
- Be aware of 2nd collections and collections during special liturgies (this is usually announced at the start of Mass or Father will let you know before Mass.
- Become familiar with the CLEAN UP BOX which is located in the ministers’ closet
- Be able to handle any individual(s) causing an unsafe or disruptive situation. In some situations it may be better to dial 911.

- Encourage individuals with disruptive children to use the cry room or to take the child outdoors (this can be a very sensitive situation so always use your judgement.)
- During Communion keep an eye open for individuals who may not consume the host but instead put it in the pew, around the statues in back or elsewhere.
- If you know of an individual who is unable to walk to receive Communion make sure that a EMHC is aware of their presence. The EMHC are trained to proceed to the back of church and distribute Holy Communion (in both forms) to these individuals. Sometimes they do NOT do this but this will be addressed at their upcoming workshop/training session.
- During special liturgies (Easter, Christmas) encourage individuals to move in so additional seating is available. The choir loft is generally used during Christmas so become familiar with that area.
- Place the bulletins on the stands at the entrances to the church.
- Indicate on the sign-in sheet whether you would be available to usher at exceptionally large funerals, weddings and special liturgies.
- Open the main front doors only when the cross bearer, candle bearers, ministers and priest begin to process at the end of Mass.
- Remain in church following Mass to check for personal items left behind and pick up and dispose of any litter.
- A usher's schedule will be made available after January 1, 2017. If you are unable to serve on your scheduled date please obtain a sub from the phone list.

The Parish and members of the Worship Commission thank you for your continued dedication and service in this ministry. You are a very important element in our church community.