

Usher Duties

- Usher(s) should arrive at least 20 minutes before mass begins.
- Ensure a sufficient numbers of windows are open.
- Open outer doors, open two center inner doors
- Tidy up pews; raise kneelers, pick up debris left behind from previous mass; water bottles, kleenex, bulletins etc
- Run carpet sweeper when needed
- Re-supply bulletins and collection envelopes in the vestibule
- Ensure restrooms are tidy and have sufficient toilet paper, towels
- Prepare collection bags and basket from sacristy and place on floor behind last pew on right side.
- Welcome parishioners to the mass as they enter the church. Smile! You are an ambassador of the church.
- Choose a family or couple to present the gifts. Politely ask if they would like the honor to present the Gifts today. (many people are hesitant or shy, just thank them and choose another couple).
- Remind the presenters that following the collection, altar servers will approach the crossover in the center isle with lighted candles, and that is their cue to retrieve the bread & wine from the table and be escorted by the altar servers to the awaiting priest at the foot of the Altar stairs. They should bow and hand the priest the gifts, & return to their seats.
- Choose four assistants to help w/collection. Remind them to come to the back during the Prayers of the Faithful after the Homily, when the congregation stands.
- As mass time nears, from the open inner doors, keep an eye on the Priest standing by in the vestibule as the procession prepares to

begin. Priest will give you a nod when ready to cue the music, give GP (the music director at the piano) a “thumbs up” to alert him to begin the music procession. (he’ll be watching for your signal)

- Take a seat in the back of church for mass.
- When there is a large attendance, ushers should remain standing the back, visually scanning the pews for available seating. As parishioners later arrive, ushers should escort them to available seats. DO NOT seat guests during the Gospel reading or Homily by the priest. They may seat themselves during this time however.
- Make note of where the assistant collectors and family chosen to bring the gifts are seated (they sometimes forget & need to be reminded when the time comes for them to proceed).
- During the Prayers of the Faithful (congregation stands after the priest’s homily; “Lord hear our prayer”), move large collection basket near the baptismal font. Ensure assistant ushers are in place, two in center and one each at the side isles, (if not you may have to go to their seat & remind them). When the congregation is seated after the Prayers of the Faithful, signal the collectors to proceed forward.
- Open plastic bags & empty the four collection baskets. (Split cellophane closure slightly beforehand as it can be tricky), seal and place into large basket. Assign one assistant (or yourself) to take the basket up center isle to crossover & follow behind gift bearers led by altar server escort. Bow to Priest at foot of the stairs (He will bless the gifts & the collection), then proceed to deposit bags in 2nd drop box handle on the left wall between the lectern & sacristy door.
- Usher or assistant, should move gift table from the center crossover to the side isle wall near Jesus statue, to allow clear

pathway for parishioners to return to pews after receiving Holy Communion.

- Ushers should be last in line to receive Holy Communion.
- During announcements at the end of mass, prepare to open all six outer doors **after** the priest gives the final blessing.
- Quickly return to open two inner center doors for the exit procession of altar servers & Priest. As the procession exits church into the vestibule, open the other four interior side doors for congregation to exit.
- Greet exiting parishioners in the vestibule with a smile, Good-by, “have a good week” etc,
- After most of the congregation has left the church, tidy up the pews again / sweep carpets if needed, return table for the gifts back to the center crossover, and check restrooms for cleanliness in preparation for the next mass.