

Usher Duties

- 1) Arrive at least 15-20 minutes before Mass begins. Count out baskets needed in preparation for the collection.
- 2) Check for any special instructions (Advent, Lent, Special Collections, etc.). It will be up to the Lead of each Mass to ensure implementation.
- 3) Find a family to present the gifts. Be sure to give the family instructions that they are not to walk down the aisle until the Altar Servers come back to escort them. The family and the Altar Servers then walk down the center aisle together toward the altar and greet the priest.
- 4) Greet people as they arrive for Mass (Smile).
- 5) Be aware of the designated spaces in the Church pews that can accommodate wheelchairs. Kindly ask a family with a wheelchair if you can assist in seating that family in one of the 12 designated areas. These areas are near the back and have kneelers without the pew extended in front them. If the wheelchair areas are available, but the seating adjacent to the area is occupied, kindly ask those people sitting in the areas if they will move to permit the family accompanying the wheelchair person to sit with him/her. Please be sensitive to all if it is necessary to ask people to move.
- 6) Assist in seating people as required, particularly at the 9:00 A.M. and 10:45 A.M. Masses. Continue to seat people up to the first reading. Once the first reading begins, the people may seat themselves. Let them know where seats are available. Work in two man team, one seating and the other asking the family how many there are to be seated.
- 7) Please place the "Late" sign, about 8 feet in front of center doors AFTER Father has walked the center aisle and he is at the Altar. (If the sign is too close to the doors, the people inside the church who open the door will either run into the sign or knock it over). Please lift the sign by the post and NOT the frame. Remove the sign from in front of the center doors after the Our Father is said.
- 8) Please ensure that one of the double doors leading from the Church entrance into the hallway (by the bathrooms) are propped open at the entrance near the cry room. Otherwise, the person will not be able to enter into the Church as the door automatically 'locks' from the hallway.
- 9) One Usher should meet the family that takes up the Offertory gifts. Please ensure that the family takes up the unconsecrated Bread and Wine. Be sure to give the family instructions that they are not to walk down the aisle until the Altar Servers come back to escort them.

10) Pass out and collect offertory collection baskets. Ushers should remain behind closed doors in the Narthex of the Church with the Baskets until the Prayers of the Faithful are almost over. Then enter through the rear center doors. Basket distribution proceeds once the family's name is announced.

The basket distribution procedures vary for each Mass. The Head Usher for each Mass will provide the precise procedures as part of "on the job" training. In general the 9:00 and 10:45 Masses will be as follows. Four Ushers will distribute and take up the baskets. Two Ushers walk down the main aisle carrying nine baskets and pass these out beginning at the front row pew on each side of the center aisle. They pass out a basket to each pew moving from front to the rear of the Church. The other two Ushers distribute 8 baskets on each side of the aisle starting from the rear of the Church moving toward the front. The front and rear Ushers will meet at the middle. The Ushers then walk to the sides of the Church to retrieve the baskets. The procedure for the 6:00 P.M., 7:30 A.M. and 12:30 A.M. Masses are similar, but two Ushers will pass out all 17 baskets for each side of the Church starting at the front of the Church and moving toward the rear.

11) After the collection baskets are gathered, place the collected envelopes and money in the moneybag. At all Masses, place the donations into the plastic bags provided and put the bags in the safe.

12) During Mass, if you are standing at the back of the Church, please do not lean against the wall. In addition, restrict talking during mass to official Church business.

13) Assist in directing the congregation during Holy Communion distribution. Distribution assistance varies according to the number of Eucharist Ministers (EMs) that are serving. All of the people proceed to the front to receive Holy Communion. The Ushers should notice if lines moving toward the front center of the Church are becoming unequal in length. Direct people (generally by row) from one side to the shorter line to equal out the lines.

14) Direct people as required to various facilities in the Church (restrooms, nursery, quiet room, phone). There are two phones. One is in the Priest's sacristy and one is in the kitchen downstairs.

15) In order to get an outside line, dial 9 first.

16) Keep the inner doors of the Church closed both before and during the Mass. This is necessary for proper operation of the heating and cooling system and in consideration of those that are praying prior to Mass. After the Priest's final blessing, open the doors to the inner church. Close them again after the people have exited the Church.

17) After Mass, ensure that all the kneelers are in the upright position. Place any songbooks or missals left on the seats or floor in the book holders. Look for articles that have been left behind.

18) Pass out Church bulletins after Mass.

19) The Lost and Found boxes are in the bottom of the shelves in the Usher closet. If you find a wallet or anything else of value, give it to the priest after the Mass for safekeeping.

20) If you cannot make your scheduled time to Usher, it is your responsibility to find a replacement. Lead Ushers for each Mass will provide a list of names and phone numbers.

21) The 12:30 Ushers should ensure that the toggle switch located in the room directly behind the altar is turned on during Mass.

21) The SEAS Ushers are more than collectors of money. We are ministers of hospitality. As such, we must be mindful that our greeting is the action on which many people evaluate SEAS. We are also evaluated by our dress. Therefore, it is important that we wear appropriate clothing, similar to that of the Readers and Eucharistic Ministers. Shorts, jeans, and tee shirts are inappropriate. Coat and tie for guys and dresses or skirts for ladies.