

GUIDELINES FOR USHERS

<p>Before Mass:</p>	<p>Ushers should arrive 30 minutes before Mass (at least one hour before Mass at Christmas) Windows should be opened and closed as needed If the sound is not on in the gathering area, turn on master switch in the sacristy Please wear a name badge so people can identify you as an usher Smile and be visible Do not sit down</p> <p>For many people, you will be the first contact they have with the parish. Make them feel at home and welcome. Greet everyone with “good morning/evening” and smile. If you recognize newcomers, introduce them to others and find someone to show them around.</p> <p>Make sure the gift bearers are identified. Make sure Readers and other liturgical volunteers are signed in, or look for replacements. Make sure the Building Closer is present, or again find a replacement. Identify elderly persons needing help or Eucharist brought to them. Let the Eucharistic Ministers/Father know As the church fills up, assist people in finding seats</p>
<p>Once Mass Begins:</p>	<p>Do not seat people until there is an appropriate break. For example, do not seat them during the readings. Wait until the reading is finished before ushering people to their seats. Ask them to wait a minute and you will seat them. Do not walk up and down the isles looking for seats or asking about vacant spots during the readings Notify the Children’s Liturgy group and the Children’s Sunday Circle group when the homily is finished</p>
<p>Collection:</p>	<p>Ushers should move into place at the back of the church as we stand for the Creed. Always take up the collection beginning at the front of the church—splitting the Church in half. If you begin at the back, parishioners will not be prepared with their offering when you present the collection basket.</p> <p>Come forward to take up the collection as soon as we sit after the Prayers of the Faithful. . Do not criss-cross the center isle – do one side at a time.</p> <p>Once the collection is completed, hand the gifts to the Gift Bearers and instruct them to proceed to the front of the altar. Do not wait for the presider to come down.</p>

End of Mass:	<p>Please pass out the Bulletin to people as they are leaving, covering both West door and inot the Gathering Area. Do a quick check through the church to ensure that purses, coats, etc have not been left behind and that the church is in proper order for the next Mass.</p> <p>One usher is usually scheduled to lock up the Church, but if you see something that needs turning off, locking, closing, please do so.</p>
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GENERAL GUIDELINES FOR USHERS:

1. Please find a substitute if you cannot be present at your scheduled time. A phone list will be included in your monthly schedule.
2. Cultivate a sense of humor in the face of difficulty. Never show irritation.
3. The parish will be judged by how you act and respond to the needs of the parishioners.
4. Keep your eyes open for possible emergencies. There is a wheel chair in the West meeting Room and a First Aid Kit in the Divine Grounds storage room.
5. Familiarize yourself with the Fire exits, Fire extinguishers and Fire Alarms through out the Gathering Area and Church
6. Show special concern for the elderly, disabled, etc.
7. Participate fully in the liturgy. You are seen as a leader in the community. If you seem bored and distracted, you will send a strong message to others.
8. Please "sign-in" in the sacristy so we know you are here.

Liturgical guidelines indicate that an individual should be active in only one ministry in a single Liturgy. If you have been scheduled for more than one ministry, please arrange for a substitute. Only under special circumstances should a person be active in more than one ministry at the same Mass.

Thank you for your participation and for your willingness to serve the people of this community.