

USHERS for Christ Our Light (revised September, 2013)

SET – UP

1. Arrive at least 20 minutes before Mass begins. **SIGN-IN** in the back of church when you arrive.
2. Make sure the collection baskets are ready to go:
 - For North – find the collection baskets in the sacristy; set them out in the fellowship area
 - For South – find the collection baskets in the Cry Room
3. Make sure the children's collection basket is set out in the sacristy
 - For North – basket is near the altar
 - For South – basket is set on the steps
4. Make sure that the bulletins are NOT out in each entrance
Keep bulletins hidden until after Mass!!!!
5. Make sure that all lights are turned on AND turned off after the 5:00 PM and 10:30 Am Masses
6. Be prepared to adjust the fans and/or air-conditioning
 - At North be aware that, in the winter months, the morning sunlight might be a problem through the stain glass (behind altar). Pull the shades down if needed AND raise them after 10:30 Mass.
 - At South, do not adjust fans once Mass has begun. Try opening windows.
7. In case of emergency: attend to the person in need (escort them out or call 911)
 - There is a First Aid kit in the usher's closet
 - Food and beverage can be found in the kitchenette (near the restrooms)

PRIOR/DURING MASS

1. Your main responsibility is to assist people in finding a place to sit:
 - spread yourselves out throughout the main body of the church – at least one at each door -- and stay there until the readings to assist latecomers
 - greet people when they enter, offer children the Children's Bulletin and crayons
 - accompany people to a place near the front of church: fill up the front.
 - encourage people to "move in" so the middles of the pews fill in
2. Your second responsibility is to collect the offering:
 - move reverently and QUICKLY.
 - empty the money into the large wicker basket and give to the money counter (Jan, Annette or Keith)
3. Assist those needing help receiving communion. Alert the Eucharistic Ministers of anyone who needs communion brought to them in the pew.
4. After Mass, tidy-up hymnals and worship aids in each pew. Make sure all windows are closed.

For **HEAD USHER**: Find people to bring forward the gifts. First check in the BRINGING UP GIFTS sign-in book. If no one has signed up, be creative: use a variety of people (e.g. single adults, families with only one parent, etc.).

Instruct them to go to the gift table as soon as the collection begins. They should immediately pick up the gifts (carafe of wine, bowl of bread) and proceed to the altar as the music begins. DO NOT wait for the priest/servers . . . JUST GO!!

Then money counters will take care of the collection. It does not go to the altar.

Counting attendance:

- this needs to be done at certain Masses when noted on the Sign In sheet.
- best to wait until mid-service to do so (to include late-comers)
- also remember to include all children (cry room, Children Liturgy of Word, etc.)
- include all ministers (musicians, servers, readers, ushers)