

## USHER QUICK START - REVISED 9/14/2016

### Before Mass

- Sign in on the sheet in the reception room and pick up an usher badge.
- Greet people and hand out worship aids.
- Find a family to be gift bearers. Let sacristan know who has been chosen.
- If Mass is crowded, help people find seats and ask people to move into the center and closer together.
- If they aren't already open, open the double doors nearest the sacristy for the processional.

### Once Mass begins

- Close the double doors once Father reaches the altar.
- Sit at the back of the nave in the chairs provided. Put reserved signs on them before Mass if necessary.

### During the Homily

- Do the pew count, dividing the sections of the nave between the ushers present. Remember to count those in the cry room and narthex. Return to the reception room and write these counts on the sign in sheet. Tally these and enter a total on the pew count line.
- In good weather, take a sweep around the church parking lot for security reasons.

### Collection

- During the creed, position yourself at the back of the center aisle with baskets for the collection.
- During the intercessions, proceed to the fourth seat from the front and wait for Father to finish.
- After Father finishes and sets down walk up to the transept aisle and all bow together.
- Distribute baskets.
- After collection, return to the back of the nave and put collection into either the bag or the big basket as directed by the sacristan. It is not necessary to hurry so that all donations are in the big basket before the gift bearers take up the gifts - the sacristan should have them proceed as soon as one small basket's collection has been put in the big basket.

### Communion

- When the EMHC go the altar, ushers go to the back of the three main aisles.
- When Father starts to distribute the *hosts* to the EMHC, come forward to the front pew behind the acolyte (side aisles) or cross bearer (center aisle). Low-gluten communicants may follow you so they can receive first.
- As the EMHC begin to move to their communion stations, the lines move forward.
- The usher is the last person on each aisle to receive communion.
- Make sure non-ambulatory persons are identified to the EMHCs so they may distribute communion to them in their seats.

### After Mass

- Open the double doors nearest the sacristy for the recessional. Then open remaining doors between nave and narthex for parishioners to exit. After most parishioners have left the nave, close all doors to allow for quiet prayer in the nave.
- Distribute bulletins with one usher near each door. Extras should be returned to the box in the reception room, except after the last Mass, when they should be put on the narthex table.
- Pick up stray books, worship aids and trash that may be in the pews in the nave and cry room. All worship aids should be straightened and put on the narthex table, except after the final Mass, when they should be put in the box in the reception room for recycling.
- Return usher badge to reception room drawer.