

Ushers Instructions

Ushers play a vital role in the Mass by assisting in the ministry of hospitality. They welcome parishioners as they enter the church, help them to find seats, take up the collection, and wish everyone a good day at the conclusion of the Eucharistic Celebration. Ushers carry a dignity about themselves even when performing menial tasks and can handle emergency situations with composure and compassion. Through their service, ushers help create a welcoming atmosphere that draws people together, opens them to participation, and sets the tone for the liturgy. In order to aid you in your efforts we have compiled these instructions.

Usher Responsibilities

- Be neatly and modestly dressed for your important role on behalf of your parish.
- Be aware of individuals needing assistance. This may be people who have physical needs, visitors who are unfamiliar with the church, persons needing assistance getting to the building during inclement weather. (Note: There are umbrellas behind the pillar in the main entryway should you need to assist people in the rain.)
- After the liturgy begins, seat people during the natural breaks. At times when there is a full church, locate available seating and lead people to their seats.
- Ushers should be seated where they can observe anyone seeking entrance to the church once it has started. Observe their demeanor, dress and/or actions. Help with seating as needed.
- Ushers should participate in the Mass.
- At offertory time ushers should, in unison, proceed to the front of church, bow then continue with collection. Assist those who are taking up gifts. If there are none to take up gifts the ushers should present the gifts.
- Conduct a count of all attending the mass. Include everybody (ushers, Father, reader, etc.). Record on sheet in usher room.

- At communion time release parishioners in an orderly fashion. Watch for kneelers in the way of those exiting the pew.
- Be aware of people in rear area who would like to receive communion but are not mobile, where they are seated and assist Eucharistic ministers in locating those individuals.
- At end of mass open inside set of doors.
- At the end of the Mass the collection is immediately taken to the sacristy (use usher room when needed, two ushers should be present) to be put in night deposit bags and locked in the “safe” drawer.
- Remove any litter left behind in the pews and in the "cry room." Lost articles can be placed in the hallway by the coat rack.
- If you are unable to attend the Mass that you are scheduled please find a substitute to take your place. If unable to find someone, please notify one of the other ushers for your weekend mass time or the parish office for assistance.
- Know the location of first aid supplies (ushers' room), AED (hallway), fire extinguishers, telephone, etc.
- The first person listed on the list of ushers for a Mass will be considered the "head usher" for that Mass. That individual is asked to make sure that the responsibilities of the ushers are being met for that Mass. They should take the position at the entrance to the main hallway to be available for directions from priest. Should the first person on the list be unable to attend the Mass, the next person on the list will assume the head usher responsibilities.

Thank you for being an Usher! It is truly a blessing to have you enter into the mass in such an important fashion. May God bless you and your families abundantly!