

GUIDELINES FOR USHERS

Arrive 15-20 minutes before Mass.

Wear your nametag.

Check in on the check-in sheet.

Usher A

- Stand inside the main door welcoming guests.
- Count and record the number of Mass guests.
- Sit in the back during Mass and assist latecomers in finding a seat.
- During Preparations of the Gifts, use a basket to collect donations from people.
- With Usher B, stand near the “safe door” to collect the money basket from the offertory procession.
- After Mass, open door and pass out bulletins as people leave.
- After Mass, clean up anything left in the space, straighten chairs.

Usher B

- PCC- Stand inside the worship space near the Holy Water font welcoming guests.
- StJ- stand inside the main door welcoming guests.
- Ask a household to carry the gifts during the offertory procession.
- Sit in the back during Mass and assist latecomers in finding a seat.
- During Preparations of the Gifts, use a basket to collect donations from people.
- With Usher B, stand near the “safe door” to collect the money basket from the offertory procession.
- After Mass, open door and pass out bulletins as people leave.
- After Mass, clean up anything left in the space, straighten chairs.

Usher C

- Stand near the hymnals welcoming guest.
- Sit in the back during Mass and assist latecomers in finding a seat.
- During Preparations of the Gifts, use a basket to collect donations from North section.
- After Mass, clean up anything left in the pews, straighten chairs.

Usher D

- Stand outside (weather permitting) welcoming guests.
- Sit in the back during Mass and assist latecomers in finding a seat.
- During Preparations of the Gifts, use a basket to collect donations from people.
- After Mass, open doors and assist anyone as needed as they leave.