

Procedure for Ushers

Group Leader Tasks

- Please be at Church 30 minutes before Mass starts.
- Turn on rear, aisle and Baptistry lights.
- Welcome new members to the group and answer any of their questions about their duties.
- Be sure there are at least four greeters at the church doors.
- Make sure there are at least two gift bearers for each Mass and give them appropriate instructions, especially if it is their first time serving as gift bearers. If people who have the Mass intentions can be located (if they can be identified), ask them first. Also, the names of the gift bearers should be entered in the book on the table in the back of church. Don't always ask the same people please!
- Counting the people: Arrange for two people to take the count. Also fill in the number on the Ushers Instruction Sheet located on the counter in the Ushers Room.

Greeting

- Arrive 15 minutes before Mass and pick up your name badge in the Ushers Room.
- Make sure rear, aisle and Baptistry lights are on.
- Check in with your Group Leader.
- Sunday Missals are to be given out before Mass. One Sunday Missal is to be handed out to a family because there are not enough Sunday Missals for every person. You may also direct the parishioners to the wooden holders on each side of the Gathering Area or to the bookcases at the side entrances to pick up a Sunday Missal.
- Seat people when Masses are crowded.

Counting the People

- Preferably start counting after the first reading begins.
- Start at center sections and end with outside sections.
- If there are more than 300 people at Mass, please inform the Sacristan to get more Hosts.

Taking Collection

- Locate the general collection baskets. After the Prayers of the Faithful, with baskets in hand, walk two by two up the middle aisle. In the front of church, fan out into a single row, then bow together and proceed to your assigned sections to take up the collection. Include the choir in the collection.
- Plastic Collection pouches (on top white shelf in the Ushers Room) are to be used for envelopes/cash. Place the envelopes/cash in the collection pouch/es and seal. Then place the collection pouch/es in the Black Safe in the closet (same side as Ushers Room near the doors entering the Church Sanctuary).

Communion

- During the Lamb of God, four Ushers go to the front of the church via the center aisle. Two Ushers remain in the center aisle. The other two Ushers go to the side aisles. Direct the people pew by pew towards the appropriate communion stations.
- Remember the portion of the Mass for the Sign of Peace has passed and we should concentrate on assisting receiving the Eucharist at this point of the Mass.
- Just a reminder that those persons who wish to have Communion brought to them in the back, must be seated in the rear pews IN THE TWO CENTER SECTIONS. Also ask those people not receiving Communion in the back, to sit in pews other than the rear pews in the two center sections.

- After Communion, reassemble in front of the middle aisle, and when the tabernacle is closed, bow and walk to the rear of the church.

Bulletin Distribution

- Shared Bulletins (Blessed Trinity and St. John Evangelist Parishes) are to be given out ONLY AFTER Mass. During Mass, the Shared Bulletins are kept in a plastic box on the counter in the Ushers Room. Ushers will retrieve the Shared Bulletins from the plastic box after Communion and give them out as the Congregation leaves.
- AFTER Saturday Mass: Ushers will place the leftover Shared Bulletins back in the plastic box on the counter in the Ushers Room.
- AFTER Sunday Mass: Place extra Shared Bulletins in the 2 wooden holders near the center doors in the Gathering Area.
- Ushers should not open the inner doors until the Priest starts to walk down the aisle after Mass.
- Remember Mass is still in session anytime before this, so please hand out bulletins at the church entrance door only.

Clean-up

- After Mass, the Sunday Missals are to be returned to the wooden holders in the Gathering Area or the bookcases at the side entrances. After Mass, the Ushers will do a walk through to collect any Sunday Missals left in the pews and put them back in their proper areas.
- Any items left in the pews place in the Lost and Found box located on the Ushers Room counter. If it is a coat/sweater/etc., hang up the item on the coat rack in the Ushers Room.
- General clean up.
- Turn off rear, aisle and Baptistry lights.

Vomit/Diarrhea Compounds

- Compounds are located in the 2nd cabinet on the right side in the Ushers Room.

General Notes

- Check your Ushers schedule. Sometimes scheduled Ushers are in church and don't know it. The Ushers' schedule is located in the Sunday bulletin and on the parish website: <https://www.blessedtrinitysheboyganfalls.org/lay-ministries>. We are using the SignUpGenius for the Ushers Schedule.
- Ushers Procedures and Emergency Procedures are on the Ushers bulletin board and also included on the parish website: <https://www.blessedtrinitysheboyganfalls.org/lay-ministries>.
- Remember each Usher is responsible for finding their own substitute. Please check the schedule to see who Ushers at the Mass you Usher at and call them.
- Be sure to check the Ushers Instruction Sheet (count sheet) on the Ushers Room counter before Mass. There may be something extra that needs to be done—reserved signs, second collections, etc.
- Try to perform your Usher/Greeter duties in ways that are the least distracting (limit quiet talking and movement in the back of church during Mass).