

Usher Ministry Guidelines

Remember at all times: This is a *Hospitality* ministry.

Be welcoming, friendly, and helpful. Often times an Usher can make or break a person's experience of our parish. You are the face of the parish.

Always be thinking safety. If you see someone faint, or trip, or if they look uncomfortable or ill, you should be the first to respond. Be prepared to take action.

1. Arrive 20 minutes early, and check in with the Mass Coordinator. Ask the Mass coordinator who the gift bearers will be. Survey the parishioners seated near the rear of the church, to determine who you can ask to pinch hit if the scheduled gift bearers do not appear. It is best to find a new family, or someone who has not done it before.
2. Get moneybags and baskets from under cabinet on the left as you enter the sacristy, close to altar server closet. Place under table at entrance of church.
3. Be sure there are music leaflets at all doors, help hand them out if there are no greeters.
4. Assist people getting in the doors, down the steps, and be especially mindful of safety issues. Scan for trip hazards, and clear them. Help people find seats, being mindful not to embarrass them. *Offer* them a seat, rather than force them into one.
5. During the Scripture Readings, while people are seated, count attendance. Count men, women and children. Write these numbers in the attendance log in the sacristy (Top right hand drawer near the safe).
6. At the end of the homily, go get the baskets and stand at your aisle.
7. When the congregation sits after the general intercessions, hand out baskets to the front pew of your aisle.

Usher Ministry Guidelines

8. After collecting money, go to the table at the entrance, place money in the correct bag, secure the bags with plastic ties, and place the bag in the largest basket.
9. When the gift bearers and altar servers are ready, all proceed down the main aisle. The Usher with the basket walks with the gift bearers.
10. Father will take the basket from you. Return to the back of church.
11. From the sacristy, get bulletins and place on tables at doors. Do this as people are receiving communion.
12. Once all extraordinary ministers of Holy Communion have returned to their seats, distribute the baskets for the second collection. When you retrieve the baskets, bag and secure the money as typical. Place second collection money in the safe immediately.
13. Help hand out bulletins if there are no greeters. It is preferable that you be free to watch for safety concerns, and assist people leaving the building.
14. As soon as Father has left the altar, get basket from altar, and place bags in the appropriate safe. **There must always be at least 2 persons when money is placed in the bags, and when money is placed in the safe.** This guideline is to protect you from any false allegations.
15. After Mass, it is the Ushers responsibility to return bulletins to the sacristy. Be sure doors are locked after the 5:30, noon and 6pm Mass.

Usher Ministry Guidelines

Helpful Information

When calling for emergency help, the church address is: 28 Sumter Avenue.

If you own a cell phone, carry it with you, but **HAVE IT SWITCHED OFF**. If at least one usher has a phone, it will greatly reduce response time if there is an emergency.

In case of spills, there are brooms, dustpans, and mops in the janitor closet at the rear of the work sacristy.

Moneybags and baskets are kept under the cabinet on the left as you enter the sacristy, close to the altar server closet. the plastic ties are in the same area as the baskets, in a small plastic bag.

The attendance logbook is in the upper drawer on the right side near the safe.

Pens and Pencils can normally be found in the upper right hand drawer as well.

Usher Attire – Ushers should dress to indicate a respect for the Mass, and for the people they are serving. You are an ambassador of St. Johns, and so ultimately, you are an ambassador for Christ. Wear your “Sunday Best”. We realize this means different things to different people, but please avoid shorts, tee-shirts, tank tops, sandals, etc.

Substitutes: It is your responsibility to find an usher to fill in for you if you cannot make it to the Mass for which you are scheduled. Once you find a substitute, please notify your Mass coordinator, so that he or she will know who to be looking for.