

# Ministry of Ushers

## Before the Liturgy

### Preparation:

- **Please arrive 20 minutes before Mass.**
- Please check yourself in on the schedule in the sacristy.
- Please wear your name tag to identify yourself. You will find them in the sacristy. If your name is not there please leave a note with the appropriate information.
- As people arrive for Mass, inform them where the coat racks are and seat them up front and towards the center for a sense of unity.
- When the church starts to fill, take people up the side aisles, this makes it easier for you to seat them as well as for the people already seated. You will probably have to ask people if they would mind moving over so seating arrangements can be made to seat as many people as possible. Most people will not mind, but, if someone will not move then just make the best of the situation, and of course the two most important words are “Thank You” and the most important word is “Please”.

## The Liturgy Begins

- Please make sure the doors to the Crossway Center are closed.
- People who arrive late [after the gathering song has begun] should be asked to remain in the rear of the church until there is a “break” in the liturgical action (i.e. after opening rituals, after the opening prayer, after the scriptures, and after the Gospel). **Please do not seat people during the scripture readings.** It is a distraction for the proclaimer and the assembly as well.
- **Please make sure that all existing seats in the church are filled before seating people in the overflow seating.** Seat people in the balcony first. If you need more seating please take chairs from the Crossway Center and place them in the entry. Because they make a lot of noise, set up chairs during a “break” in the liturgical action. [Return them, if possible, during the closing song to clear the area for people leaving church.]
- After the homily, during the Preparation of the gifts, you will be taking the collection. Walk up the center aisle together with the baskets, stop at the front and start the first basket. When the basket has gone through the side area pick it up and make sure the other baskets move through the main body of the church smoothly. Combine the collection into the large basket. When you bring the basket up to the altar, place it on the floor in the front of the altar. Wait for the Gift Bearers to hand the gifts to the Presider. Come back to the foot of the steps where you are to bow... he will bow to you, then walk back to your place in the assembly.
- **Communion Procession:** Ushers will begin to walk up the center aisle to start the communion procession. The Presider takes communion and the procession begins.  
The side areas and the main body of the assembly all begin to receive the Eucharist at the same time. If the people do not come forward right away, please walk over and guide them. Then you may go back to the center aisle. If people are seated in the hallway they will receive communion when the side people receive. The ushers receive after everyone in the assembly receives communion.
- At the start of the closing song, open the doors to the Crossway Center.
- Also during the closing song, you will stand at the doors and help the greeters pass out bulletins. The bulletins can be found in the sacristy. Hand bulletins to each family as they leave. Please make sure to have one person at the South door and at least two people at the main doors.

## After the Liturgy

- Please “straighten up” the church before you leave. Return folding chairs, replace missalettes and hymnals. Gather bulletins left in the pews, etc.

## Additional information:

- **In Case of Emergency:** There is a first aid kit in the cupboard beside the phone in the Crossway Center kitchen. The phone in the kitchen is the most likely to be available. There is also an AED machine located on the wall in the Crossway Center by the bathrooms. All ushers should be trained AED and CPR. Annual is available through the parish nurse program free of charge.
- **In Case of Fire:** there are three alarms. **One** is located in the gathering space, by the window of the main office. A **second** is located by the service door by the rectory, and the **third** is located in the furnace room to the south west of the church. There are five extinguishers they are located as follows:
  - **Hallway of the rectory**
  - **By the small service door next to the Alarm**
  - **On the wall in the back by the offices**
  - **In the kitchen**
  - **In the furnace room**People can leave through the exits in the rear of the Church, as well as the door on the south side by the choir and the door on the north side by the baptismal font that leads to the courtyard. If this should occur get the greeters to help you get the people out in an efficient and calm way.
- **In Case of Tornados:** ask people to move toward the center wall [away from the windows by the exterior walls and ceiling], the interior hallways, and the bathrooms.

## SCHEDULING INFORMATION:

Ushers are scheduled by the month. The monthly schedule appears in your parish newsletter which is mailed to every home in the parish. The Sunday bulletin contains the upcoming week’s schedule.

Ministers are scheduled at the liturgy that they marked as their preference on the Stewardship form. How often you usher will be determined by the number of ministers that volunteered at your specified time.

If you have requests about when you wish to be scheduled [ex. at the same time as your child sings in the choir or when your family is greeting] please let us know. We can make some modifications if we know what to look for. Bianca Wiederrich, Liturgist, does the ministry scheduling. Specific requests can be made to the Liturgy Office [282-7217 or [bwiederrich@ideaone.net](mailto:bwiederrich@ideaone.net)].

The schedules are compiled a month before the calendar is published. [The December calendar is put together between November 1-7, therefore all schedule requests must be submitted to Bianca before the 1<sup>st</sup> of the month .... this allows for printing and mailing time.]

**\*\*\*A contact list of other people ushering at the same Mass time as you will be provided to you. If you are unable to be an usher when you are scheduled, please find a replacement yourself and then let us know of the change. If you are in need of a new list, please contact Bianca in the office.**

**\*\*\* If you cannot find a replacement, please let us know so that we can make appropriate arrangements.**