

Special Collections:

There will be occasions for mandatory collections by the Archdiocese.

- Second collections will be noted in the book kept on the ministry table in the Gathering Space.
- After Communion has been distributed and the priest is purifying the vessels, the ushers will pick up the baskets and begin the second collection. Two Ushers will bring the bag to the Priest's Sacristy and the other ushers will stay at the entrance to distribute bulletins.

Conclusion of Mass:

- Doors are not to be opened until the Priest/Deacon say, "The Mass is ended", never before then.
- Doors should be closed again after the vast majority of parishioners have left. This keeps the noise from the gathering space from interfering with people who choose to stay in church to pray.
- Ushers should pass out bulletins at the end of Mass, not before.
- Ushers should do a sweep of the Church for lost articles or to clean up any trash left behind.
- Ushers after the 4:30pm and 11:30am Masses should check the Gathering Space, Bathroom, and Church for lost articles and trash and turn off the lights and the TV and lock doors, unless there is a Baptism taking place.

Emergency/Medical Situations:

- If someone gets sick or needs special attention, please help them. Ushers should be the first to call 911 if there is an emergency.
- St. Ann has many doctors, nurses, and paramedics who attend each Mass. Be aware of where they are sitting, so if an emergency comes up, you know where to find them.
- We have a defibrillator; it is located in the hallway leading into the school. In the future, there may be one in the candle storage room (opposite side). You should help to get this device if needed, if you are not trained to use it, find a doctor, nurse, or EMT who is at Mass, there are usually several.



St. Ann Catholic Church

Usher Guidelines

Who Can Serve in the Usher Ministry?

Any active, adult parishioner who is in good standing with the norms of the Church may serve as an usher. Those under the age of 18 may serve in this role with the permission and/or assistance of a parent. Ushers should be friendly and welcoming. You are the first face people see when they come into church, and the last face when leaving. You are the person new people will be approaching if they have questions.

Purpose:

- To welcome parishioners and visitors to the parish
- To assist individuals in finding seats (See Page 2)
- Designate someone to carry the offertory gifts (See Page 2)
- Take up the collection (See Page 3)
- Assist at Communion time (See Page 3)
- Assist anyone who is sick during Mass (See Page 4)

Role of head usher:

Each Mass has an appointed leader in order to ensure that there are enough ushers and to communicate information to the other ushers for that day and to train new and current ushers. Ensures the scheduling of ushers for Holy Days and Holiday Masses.

Head ushers should check the ministry table for any special events, a second collection, special visitors, RCIA rites, blessings, etc.

Preparation: Before Mass Begins

When you serve as an Usher you should plan to arrive at church no later than 15-20 minutes before Mass begins.

- Enter the Gathering Space
- Check-in with head usher
- Put on a nametag
- Greet parishioners as they enter and assist in finding seats
- Designate a family to bring up the offertory gifts

Appropriate Dress when serving as an usher:

Ushers are to set the example of reverence for the true presence by their actions and dress. We ask that Ushers: Dress neatly in business or business casual clothing.

- Men: Slacks, collared dress or polo shirt. No sandals, blue jeans, shorts or t-shirts (coat and tie is preferable).
- Women: Dresses, pant suits or skirts (appropriate length). No shorts, plunging neck-lines, or halter tops/spaghetti straps without a jacket or sweater.

Seating Parishioners:

Watch the “pews” as parishioners arrive, if crowded help them find seats. Work with your fellow ushers for seating parishioners. The Ushers should use hand signals to indicate the number of seats needed and seats available. People are more likely to take a seat, if you are there to guide them.

- When the procession begins, close the main doors
- Out of respect for the Liturgy: please do not seat parishioners during the Readings. You may seat them before or after the readings. Please inform the parishioners why they are being asked to wait.
- As a general rule, the choir area should not be used for parishioner seating. If no choir is present, and the Church is filled, Ushers may seat parishioners in the choir area.

Children’s Liturgy of the Word:

(2nd and 4th Sundays at 9:45, September through May)

The children will be dismissed following the Opening Prayer and should not return until after *The Prayers of the Faithful* (Intercessions) are completed. Ushers keep in mind where the children were sitting, so you do not give their seats to late arrivals.

Offertory Collection:

REVERENCE - Anytime an Usher approaches the altar for the offertory collection, Communion or any other reason, he/she should give a short bow at the first row.

- The Offertory Collection is taken up directly after *the vocations prayer*
- Pick up baskets during *The Prayers of the Faithful* and move up the aisles as soon as the congregation and the Priest are seated.

Presentation of the Gifts:

- The Gifts (Bread and Wine) are to be brought up, while the collection is occurring (mid-point).
- The Gifts (Bread and Wine) should be brought up by families and not the ushers, if possible.
- A vase with a flower will be used to mark if a family has agreed to bring up the gifts. If not, ushers should choose a family to do so, this should be done as people are entering Church. It is most fitting to choose those who have dressed properly for Mass. For they are representing the parish community and should be dressed accordingly.

Posting Collections:

After collecting in your section, put the collection into the specially marked bank bag assigned for your Mass (they are numbered by date and Mass time). Bags are to be sealed and placed into the big basket. An usher will then place the basket in the front corner of the sanctuary. The lectors are responsible for taking the basket and putting the bank bag into the deposit box, following Mass.

Communion Time:

Ushers should help dismiss people from their seats at Communion time, especially if it is a full mass. **An usher on each side, should be the last person to receive communion from Stations 3 & 4.** If there are people that need to receive Communion, you should notify the EMHC and escort them to the individuals needing Communion. Ushers should not ask distributors at stations 1 & 2.