



Usher Manual

Dear Ushers,

The Mass is the central action of our parish. The primary reason our parish exists is to form saints and this is primarily done through the celebration of the Mass. Everything we do, whether that be our school, PSR program, parish picnic, quilting sodality, etc. flows from our celebration of the Mass and is designed to lead back to the weekly celebration of the Mass.

Your service as an usher is instrumental in serving those who gather to celebrate the Eucharist with us. As an usher, you are frequently the first-person people meet when they arrive at church and you have the unique opportunity and responsibility to represent the rest of our parish in offering hospitality. Welcoming and assisting parishioners who are attending Mass is one vital element in creating a sense of community which helps to build up the Church.

I want to take a moment to thank you for embarking upon this important ministry as an usher. It is my prayer your service as an usher, will assist our parish community and you, in as we seek to more fully participate in the Holy Mass. May God bless you and our parish family for your charity.

Sincerely,

Fr. Peter Fonseca
Pastor

USHER QUALIFICATIONS

- Must actively practice the Catholic faith and should regularly receive Holy Communion.
- Must be at least a high school freshman.
- Be of such health that you are able to stand and move around during Mass as needed.
- All ushers are expected to wear “Sunday clothes.”

SCHEDULING

- At least two ushers will be assigned to each Mass.
- A schedule will be sent out by the parish office at least one month ahead of time.
- The ushers for the following weekend will be posted in the Sunday bulletin.
- If you cannot make your assigned time, we ask that you do your best to find a substitute. If you are not able to find a substitute, please call the office to inform them that you will not be present. We kindly ask that ushers who are attending Mass, realize when there are no and ushers volunteer to assist.

PROCEDURES BEFORE MASS

- Please arrive 15 – 20 minutes before the start of Mass.
- Check the pews for items that need to be removed prior to your Mass, ie. bulletins, trash, etc. Any valuable items should be given to father for safekeeping. Please also straighten the songbooks behind each pew.
- For every Mass, except the 7:30 Sunday morning Mass, find two parishioners to bring up the gifts.
- Stand at the door greeting parishioners as they arrive. While the doors are usually propped open, if the weather is extremely cold or hot, the main doors may be closed to keep the church comfortable.
- Assist with seating as needed. You may need to encourage families to move to the center of a pew so more people can fit or assist with wheelchairs, etc.

PROCEDURES DURING MASS

- Situate yourself near the rear of the church so that you are available to assist if anything should arise.
- As soon as the Universal Prayers are over the two ushers should walk together down the center aisle with the collection baskets. When they arrive at the first pew they should genuflect together and then begin passing the basket, following it as it moves to the back of the church.
- When the first usher is finished taking up the collection, the usher should dump the collection basket into the bigger basket and assist those bringing up the gifts to hold the wine cruet and the ciborium with the hosts. When the second usher is finished taking up the, the usher should dump collection basket into the bigger basket and one of the two ushers should take the basket filled with the offering. Following the two people bringing up the gifts the usher should carry the money basket forward. Once the priest has taken the gifts and the offering basket the gift bearers and the usher should return to their seats by way of the center aisle.
 - For the 7:30 Mass, where there is no procession of gifts, the collection is brought down the side aisle and placed before St. Joseph.
- After the Post- Communion Prayer, the ushers should take the bulletins and stand in front of the church doors. If some parishioners need to leave early and want to use the door let them continue on their way. When the final hymn begins the ushers should prop open the doors.
- Usher should stand outside and handout bulletins as people leave the church.

PROCEDURES AFTER MASS

- Close the doors to the church to conserve energy and maintain a pleasant environment in the church.
- Check the pews for items that need to be removed prior to your Mass, ie. bulletins, trash, etc. Any valuable items should be given to father for safekeeping. Please also straighten the songbooks behind each pew.