

## **USHER PROCEDURE GUIDE – REVISED 2/5/13**

We are so grateful for the sharing of your time & talent with our parish family and all those who come to Notre Dame to worship the Lord. It is through the Ushers' Ministry that we **WELCOME and ENSURE THE COMFORT AND SAFETY** of our congregants. It is a blessing to have your **LOVE, FAITH & SMILE**, as you follow the following procedures that help us accomplish this important goal in our parish.

### **Procedures BEFORE Mass**

Head Usher	Assisting Ushers
<p>Arrive at least 30 minutes before Mass.</p> <ul style="list-style-type: none"><li>◆ Make sure pews are in order (clear out bulletins, song sheets, tissues, etc.).</li><li>◆ Make sure song sheets are out (found in the Sacristy) for 5pm Mass.</li><li>◆ Make sure collection baskets are in back of the church (found in the Sacristy).</li><li>◆ Get bulletins/grocery bags ready for distribution at the end of Mass.</li><li>◆ Find Offertory people (preferably people who have offered Mass intentions). Cue them to bring up gifts during Nicene Creed.</li><li>◆ Advise assisting ushers of their assigned areas (refer to graphic on p. 4). Be sure there is also a greeter at the back door nearest the Choir Area.</li><li>◆ Assign who will be distributing bulletins (and grocery bags for food collection). <i>Please note that children may help distribute bulletins, but are never to pass the baskets for the collection.</i></li><li>◆ Make sure plastic collection bag is signed and ready to go.</li></ul>	<p>Arrive 15 minutes before Mass.</p> <ul style="list-style-type: none"><li>◆ Help give out song sheets before Mass, <b><u>until EMs arrive to do so</u></b>. Then proceed to your designated area to assist people with seating.</li><li>◆ As you guide parishioners for seating, please follow the following sequence (see page 4):<ul style="list-style-type: none"><li>◆ Priority: Sections 1 through 4</li><li>◆ Secondary Sections: 5, 6, and 8.</li><li>◆ Overflow: Section 7 and the Chapel (last). <i>(Never at 7:30am, 9am or 12:15pm).</i></li></ul></li><li>◆ Help seat handicapped people (up front or in designated areas).</li><li>◆ As Mass begins, continue assisting “late” arrivals, keeping in mind minimal disruption to the liturgical celebration. <b>N.B.: You may seat people up to the “Gloria” but hold off during the 1<sup>st</sup>/2<sup>nd</sup> readings and the Gospel.</b></li></ul>

### **General Reminders for all Ushers:**

- ◆ Greet all parishioners with friendliness and warmth. If for any reason a parishioner gets offensive, please bring it to the priest's attention (before or after Mass).
- ◆ As you assist people who are handicapped, or any elderly person with difficulty walking, be sure to communicate with the Usher who is responsible for Area 1, where these parishioners are seated, so that at time of Communion that usher can lead EM # 4 to them, for Communion.
- ◆ Try to anticipate people's needs and questions. For example, if a person is looking for something, ask “May I help you?” Offer a glass of water to someone who is coughing; open a door for a person who is carrying a small child, or donation bags, etc. For Mass cards and general parish information, please refer them to the Hospitality Desk.
- ◆ Close inside doors once the celebrant goes down the aisle.
- ◆ **Doughnuts' Reminder:** Doughnut trays are brought back into Mary's kitchen at 8:40am, and returned to the Gathering Space after Communion. They are once again brought into Mary's kitchen at 10:10am and brought back out into the Gathering Space at Recessional Hymn.

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### **Procedures DURING MASS**

- ◆ Do not judge anyone coming late or leaving early.
- ◆ Be an active member of the congregation. Sing, pray and listen to the sermon.
- ◆ Be mindful of talking with other ushers during Mass.
- ◆ When returning to worship space after collection is in bag, please do not come back during Consecration.

### **Collection & Offertory**

**Head Usher:** After Nicene Creed, Head Usher cues selected people to bring up the gifts (at this same time, the collection begins).

**All Ushers:**

- ◆ Come up the aisles with collection baskets (*see page4*). **Bow – don't genuflect -** and start the collection process, front pew to back:
  - Two ushers for areas 2 & 3.      - One usher for area 1 & Choir.      - One usher for Chapel, if needed.
  - One usher for area 4.              - One usher for area 5.              - Be mindful of Gathering Space
  - One usher for area 6 & 8(KK)      - One usher for area 7, if needed.
- ◆ Ushers consolidate the small offering baskets into the large square basket. In the Sacristy, Head Usher and one assisting empty contents of collection basket into plastic bag. Head Usher seals it, writes in time of Mass, signs his/her name on bag, and locks it in Sacristy cabinet.

### **Communion**

- † **N.B. Each usher takes the same area for Communion that he/she is assigned for the collection.** Go to designated areas to guide individuals to Communion, guiding from front pew to back - *see page4*.
- † **Head Usher** cues EM Leader to minister communion to any parishioners in the first pew who are not able to walk up on their own. The Head Usher proceeds to cover **areas 2 & 3**, front pews to back.
- † One usher guides **Area 1 & Choir Area:** Choir will be given communion first, followed by area 1. Beginning with the right side of the front pew, parishioners walk up to receive from EMs 4 (plate) & then 3 (cup), returning to their seat. **N.B.: Once choir and area 1 have received Communion, usher leads EM #4 to minister Communion to those who are not able to walk up to receive Communion.**
- † One usher guides **area 4:** beginning with the left side of the front pew, parishioners walk up **to receive from EMs 6 (plate) & then 5 (cup)**, returning to their seat.
- † One usher guides **Area 5:** beginning with the right side section first (front pew to back), followed by the left side section (front pew to back). **These two sections of area 5 will walk up the main aisle, after area 3 has been given communion.**
- † One usher guides **Area 6 & 7 respectively to EM #7 (pate) and EM #8 (cup). People must be guided to move out of their pew to their RIGHT (starting with the end of the pew closer to Kids Kingdom). After receiving communion, people return back to their pew via the side of the wall. (NOTE: An Announcement must be made to the people in both Area 6 & 7 as to which direction they are to go.)**
- † One usher guides **Area 8 (KK)** to exit ONLY out through the front doors (and not the side doors) to receive and ONLY after Area 6 & 7 are finishing receiving. **(NOTE: An Announcement must be made to the people that they are to wait for the Ushers directive to exit KK to receive. The Usher should also prevent anyone from exiting the side door for receiving.)**

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- † The Chapel area will be the very last to receive and will be served by EM#7 & EM#8. Once Area 6, 7, & 8 are completed, EM 7 & EM 8 will step into the chapel area. (*NOTE: An announcement should be made to the people to stay put until the EM's step into the Chapel Area.*)
- † People standing alongside the walls are to be guided to the main center aisle.

**Very important: Please communicate with the parishioners in your designated area(s) to let them know when you will cue them to walk up to receive communion and which direction they will go.**

### **Procedures AFTER COMMUNION & End of Mass**

- ◆ When the first verse of the recessional ends, open inside doors.
- ◆ Ushers go to their designated doors (this includes the door by the Choir Area), to hand out bulletins and grocery bags (during the 2<sup>nd</sup> weekend of the month), as congregation exits the worship area.
- ◆ As needed, direct people towards the Gathering Space for coffee and..., any ministry tables for information or sign-ups that may be going on, other parish activities, or the Hospitality Desk.
- ◆ Do a quick check of the entire sanctuary, picking up song sheets or other items that may have been left behind by congregants.
- ◆ Freshen up song sheets; bring sheets left at tables by the exits back to the basket by the main entrance to the worship space.

**Mention to priests any problems that may have occurred or issues that need to be addressed.**

#### *An Usher's Prayer*

*Lord,*

*In your love you gather your people this day,  
help me to serve them in a Christ-like manner,  
even as your son Jesus served those who gathered about him.  
Make me prayerful, patient, helpful and understanding,  
and may I radiate the joy that faith brings as I serve their needs.  
Give me your strength to support my fellow ministers.  
May all who assemble to celebrate  
our common faith in the risen savior  
be glad of heart for being here  
and for having encountered your son in one another,  
in our priest, at the tables of the book and the bread,  
and through the ministry of ushers like me.  
I ask this in Jesus' name, Amen.*

*-Gregory F. Smith, O. Carm*

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**Worship Space Areas & Flow for Communion**

