



Ushers

*We who are called to be **ministers of hospitality** as ushers are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space. Although functions such as seating latecomers and taking up the collection are important, **our role challenges us beyond "ushering" to see in every person the face of the Lord.** We have the opportunity to be the hands of Christ to the living Body of Christ. We should be watchful for the ways in which we can help to foster the sense of family among all who worship and **especially among those who are new** to our community. Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. (Liturgical Ministry: A Practical Guide to Spirituality by Donna M. Cole)*

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed, in case you are needed to serve as a replacement. Wearing of the **liturgical color of the day is encouraged**.

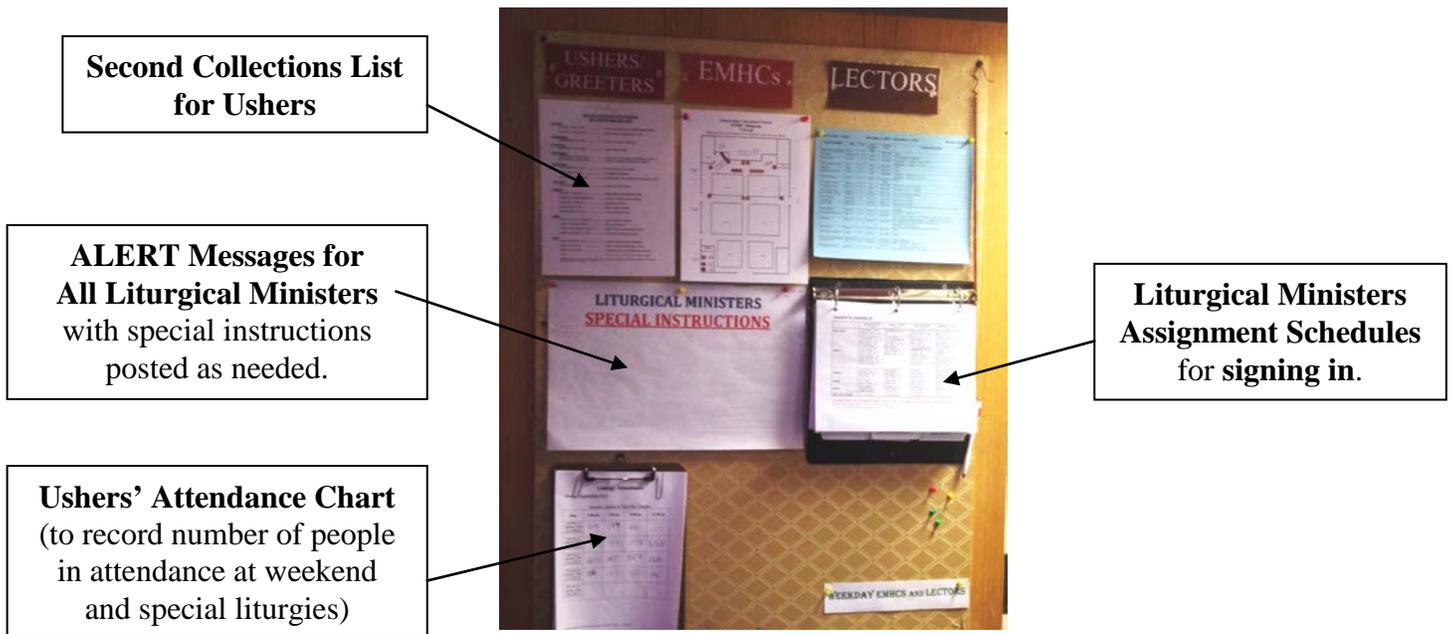
Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit *all* parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. If you are filling in for someone, note the change on the Liturgical Ministers (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it. Please inform your ministry coordinator and/or the director of liturgy about scheduling changes. Current schedules and rosters are always available at www.iccwilm.org.

- | | |
|---|---|
| 1. Log on to www.iccwilm.org | 4. Scroll over Liturgical Commission |
| 2. Scroll over Ministries | 5. Password: oblates2 |
| 3. Click Liturgical Minister Schedules | |



Bulletin Board on the inside of the Liturgical Ministers' (LM) closet door.

Day of the Liturgy

Preparation Prior to the Liturgy

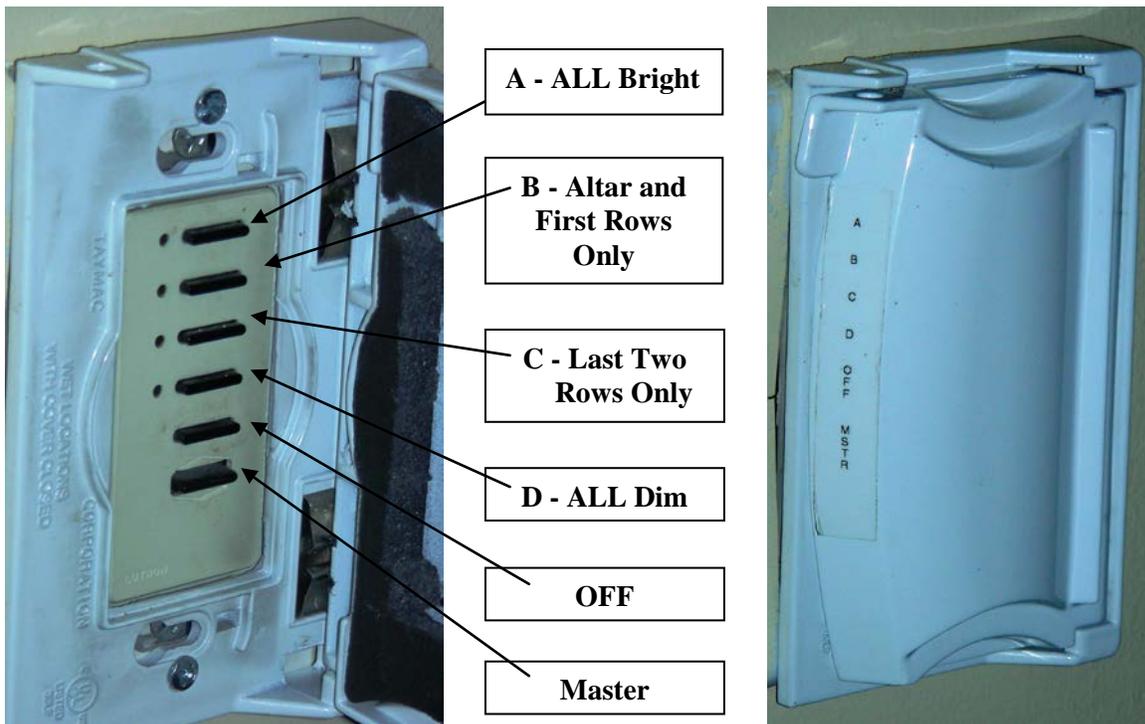
All scheduled ushers should **arrive 20 minutes before the liturgy**. Arriving late puts undue pressure on the other ushers and affects your ability to be well-prepared and hospitable to arriving parishioners.

1. **Sign-in** as soon as you arrive by placing a checkmark next to your name on the assignment schedule posted on the inside door of the Liturgical Ministers (LM) closet.
2. Check the inside of the LM door for any **Alerts** (special instructions). Alerts are also typically emailed to all ushers in advance.
3. **Retrieve your name tag** from its storage place in the LM closet. It is important that you keep your name tag on and visible until just before you leave the building.
4. **15 minutes before the liturgy:** All scheduled ushers gather very briefly at the rear of the church. Be sure that all know of any special instructions for the liturgy. All **say a short prayer together**, *“Lord, I give you my actions and ministry. Help me to conduct myself in a manner that will give praise to you and will assist my brothers and sisters in their worship of your holy name.”* -*Spirit of Intention prayer, St. Francis de Sales.*
5. **Items to be used within the Liturgy:**
 - ❖ **Collection baskets** on floor of closet: 2 large baskets, smaller collection baskets and the proper collection bags.
 - ❖ The **khaki-colored first-collection bag labeled 1st** and with the correct liturgy tag is placed over the rim of the tall collection basket for the monies collected.

- ❖ The **navy- colored second-collection bag labeled 2nd** (if needed) and with the correct liturgy tag is placed in the bottom of the collection basket, then the 1st collection bag is placed over the rim of the basket.
- ❖ The **Help Center basket** should contain a variety of food for the Help Center. Choose the lighter items. Do not fill basket with *fake* or *empty* gifts.
- ❖ **Attendance record sheet** is at the lower left corner of closet door.
- ❖ **Gift-bearer forms** are in a binder on top of Usher drawers.
- ❖ **Hearing assist earphones** are charging next to the organ. If a parishioner asks for one, retrieve it for them. Ask them to return it to you after the liturgy; return to the charger.
- ❖ **Gift Bearers presentation table** (rear of center aisle) and **Offertory Procession Order** (posted on exit door at rear, center aisle)

7. **Usher 1** places small collection basket(s) on organ for choir.
8. **Usher 2** reserves four seats in front row (organ side) for Lectors, and brings the large collection basket and Help Center basket to the center aisle toward the front of third section.
9. **Usher 3** acts as light Minister. Upon arrival, check that lights are on *dim*.
 - ❖ When chimes are played on the piano, the lights are brought to *full*.

Light Panels



Light panel on wall near front doors leading into Gathering Area

Same light panel with the cover shut

Collection Baskets



Khaki-colored bag marked 1st for First Collection
Blue-colored bag marked 2nd for Second Collection

Tall collection basket in which the collection monies are deposited



Help Center Basket

Small collection baskets



Inside Liturgical Ministers Closet

- Top Shelf:**
- GREEN (4):** 1st Collection Bags for **Christmas Eve & Christmas Day**
 - BLUE (2):** 1st Collection Bags for **Ash Wednesday** (1 PURPLE for Noon)
 - WHITE (1):** 1st Collection Bag for **Holy Thursday**
 - RED:** 1st Collection Bag for **Good Friday**
 - WHITE (4):** 1st Collection Bag for **Easter**
 - GOLD:** 1st Collection Bag for **Holy Days**
- Middle Shelf:** Weekend Collection Bags for 1st & 2nd Collections (4 KHAKI, 4 BLUE)
- Bottom Shelf:** Ushers Name Tag drawers & “Reserved” signs bin



Usher 2 places the large Collection basket and the Help Center basket in the center aisle toward the front of the third section as shown.



The *Order of Procession* is posted on the door near the presentation table at the rear of the Church. Gift Bearers stand there in the posted order.

Welcoming, Seating, Instructions for Gift Bearers

1. **Greet parishioners.** Spread out near doors and aisles to facilitate seating. Be alert for new parishioners, or anyone who might require special assistance. Have parish **interest cards** available for new people.
2. Suggest to the disabled that we can best accommodate them if they sit in the designated handicapped sections that are marked with blue disabled signs. **Handicapped persons will only be served Communion in the designated handicapped areas.** *Eucharistic ministers should not be walking all over the church to serve Communion.*
3. A minimum of four (4) gift bearers are needed for each liturgy, one for each of the gifts to be brought forward in the procession. (See pictures above.)
 - 1) Collection 2) Help Center basket 3) Bread 4) Wine

Usher 3 invites parishioners to bear gifts, and records their names on the cantor's Gift Bearers page. *Encourage different people each week to participate.*

Instruct each Gift Bearer that once the collection basket passes him/her, go to the rear of the church and stand next to the preparation table, on the choir side of the church.

The gift bearer sheet is **given to the cantor before the liturgy.**

During the Liturgy

1. Seating Latecomers:

- ❖ Continue assisting with seating until the Opening Prayer has concluded. At that time, **Ushers 1 & 2** shut the doors leading into the worship space.
- ❖ **Usher 1 & 2** stand outside the worship space doors, and **Usher 3** remains inside the worship space. Ask parishioners to **wait until after the Second Reading** to enter the worship space, so that the Liturgy of the Word is not interrupted.
- ❖ **When there is a Baptism**, the liturgy begins with the Baptism family in the back of the Gathering Area. The back two doors (near help center) should be closed; an usher should stand to block the doors. Late parishioners should be guided to the front two doors (near Blessed Mother statue) – *never walking through the family*.

2. **Ushers are models of prayerfulness and participation.** As a member of the assembly, the usher belongs *among* the worshipping community.

Individual Usher Assignments

Usher 1:

- ❖ **Takes attendance** on musician's side of the church at beginning of homily.
 - *Count every person in the church, and record on the Attendance Record Sheet.*
- ❖ Toward the end of the Intercessions, prepares collection for the **front section**

Usher 2:

- ❖ **Takes attendance** on presider's side of the church at beginning of homily.
 - *Count every person in the church, and record on the Attendance Record Sheet.*
- ❖ Toward the end of the Intercessions, prepares collection for the **middle section**.
- ❖ **Receives the bags** in the large Collection basket once all collections are complete.

Usher 3:

- ❖ Toward the end of the Intercessions, prepares collection for the **rear section**.
- ❖ **Assists the Gift Bearers** for the Presentation of at the rear, center aisle door.



Ushers 1 & 2 move to the short side of the Baptismal Font to receive the large Collection basket and the Help Center basket from the Gift Bearers.

The Collection

1. **After the homily**, all ushers move to the rear of the church to retrieve their collection baskets, and then participate in praying the *Prayer of the Faithful* with the rest of the Assembly.
2. **Immediately after the intercessions** (*no need to wait for music*):
 - ❖ **Usher 1** retrieves **small collection basket(s)** from the back of the church, and goes to the front to retrieve another small basket from the top of the organ.
 - After the Lector has returned to his/her seat, Usher 1 gives baskets to the first parishioner on each **OUTSIDE AISLE** chair of the front row of the **first section**.
Parishioners pass baskets back and forth across each row.
 - ❖ **Usher 2** retrieves the **large collection basket** containing the collection bag(s) and the Help Center basket from LM closet and places them toward front center aisle of the rear section of chairs - *Collection basket first, Help Center basket second*.
 - Give baskets to the first parishioner on each side of the front row **CENTER AISLE** of the **second section** of chairs.
Parishioners pass baskets back and forth across each row.
 - ❖ **Usher 3** gives **baskets** to the first parishioner on each **OUTSIDE AISLE** chair of the front row of the **third section** of chairs.
 - Parishioners pass baskets back and forth across each row.
2. **Ushers moves to the rear, center aisle of their section**, watching the progress of the collection baskets, and retrieves the baskets after they have been passed throughout their section.
3. **After the First Collection** is taken and each usher has emptied their baskets into the large basket, Usher 2 draws shut the collection bag and drops it to the bottom of the basket. **If there is a Second Collection**, Usher 3 then lines the large basket with the **blue 2nd Collection bag**.
 - ❖ All 3 Ushers pass the 2nd Collection baskets in the same manner they passed the 1st baskets.

After the Collection

- ❖ **Usher 1** returns **all small baskets** to the LM closet, then goes to the font to receive the Help Center basket from the Gift Bearer after it is blessed by the Presider.
- ❖ **Usher 2** draws shut the **Collection bags**, then proceeds to the baptismal font to receive the large Collection basket from the Gift Bearer after it is blessed by the presider.
- ❖ **Usher 3** guides the **Gift Bearers for the Gifts Procession** in the correct order: (1) Collection basket, (2) Help Center basket, (3) Bread, (4) Wine.
- ❖ **After receiving the large Collection basket and the Help Center basket** from the Gift Bearers, Ushers 1 & 2 proceed together (for accountability) to the Conference Room with their baskets. *NOTE: Two related ushers may not deposit the money. Switch ushers as needed for this step.* Conference Room door lock: 3-2-1 and then turning knob *right*.
- ❖ **The safe is located** on the far side of the credenza and is covered with a wooden lid to which is attached a fabric panel on three sides.

- ❖ The collection basket is opened. There will be an “Usher deposit Bag Record Book” and a set of deposit bags on the credenza. The two ushers should sign the deposit bag(s). Then locate the deposit bag number in the “Usher Deposit Bag Record Book” and sign next to the bag number. The collection sacks are then placed one at a time into a deposit bag and sealed. *If there are problems, please make a notation in the record book.*
- ❖ Place the sealed and signed deposit bag into the depository slot. The steel crank on the front of the safe is rotated which dumps the collection sack into the safe.
- ❖ Exit the Conference room making sure the combination lock is locked and door is secure.

Communion Procession

1. Once the EMHCs are lined up in front of the altar, each usher goes up the center aisle near the front row of their section and waits until all Bread ministers are in place. **Disabled parishioners** are encouraged to sit in the front row of section 2.
2. **Let an EMHC/Bread for your section know immediately if there are disabled** who wish to receive Communion.
3. **Start the Communion procession at your section** by guiding the first person on each side of the front row, center aisle. Then, move to the rear of your section and wait to join the Communion line after the last person from your section moves forward. *Do NOT stand at each row to guide people into the Communion line.*

Bulletins

- **Each usher goes to the volunteer room to retrieve the bulletins.** Stand near the Greeters' stations to give bulletins to those who must leave early. Once the liturgy is concluded, move into the larger Gathering Area space to distribute bulletins to all.
- **After the 5:00 pm, and 8:30 am liturgies** place the remaining bulletins back in the volunteer room box. After the 10:30 am liturgy, bulletins can be placed in the wall holders near the doors.

After the Liturgy

1. **Clean-up:** Check the worship space for any materials. Dispose of any trash. Lost items should be placed in the volunteer room *lost and found* bin.
2. **Straighten up the chairs** from your respective sections.
3. **Usher 1** checks that all usher items are ready for the next liturgy.
4. **Usher 2** prepares the large collection basket with the correct collection bag(s).
5. **Usher 3** returns the lights to dim.
6. **Return nametags** to the storage bin in the LM closet.



About Our Pineapple: *The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted a commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.*

Immaculate Conception Campus

A. CHURCH BUILDING

- **Blessed Sacrament Chapel:** Inside the worship space, front left. Doorway is beneath the red Sanctuary lamp which hangs from the ceiling and marks the near location of the tabernacle containing the Blessed Sacrament.
- **Conference Room:** Front hallway of the office wing, third door on the right.
- **Exits:** Front Gathering area doors; Rear Gathering area doors; Door near the kitchen; Doors at rear of worship space; Rear door at end of back office hallway.
- **Kitchen:** Entrance is inside the worship space, on the far wall across from the Gathering area.
- **Pastor's Office:** Back hallway of the office wing; as you turn the corner.
- **Reconciliation Room:** Inside the worship space, on the far wall across from the Gathering area.
- **Restrooms:** Front hallway of the office wing.
- **Sacristy:** Back hallway of the office wing, first doorway to your left.
- **Volunteer Room:** Front hallway of the office wing, second door on the right.

B. DE SALES FAITH FORMATION CENTER

Nursery; Library; Faith Formation classrooms; 2 Kitchens; Restrooms; Annecy Room; Brisson Hall

Dealing With Emergencies

- **Emergency with a parishioner:** Inform the priest/presider to ask for medical personnel who may be present. Call 911.
- **Fire extinguisher locations:**
 1. On the wall immediately to the left of the front Gathering area doors
 2. On the right wall before entering the rear Gathering area space.
 3. In the far staff hallway, across from Pastor's office.
 4. Inside the worship space, on the far wall across from the Gathering area.
 5. Immediately upon entering the kitchen, on wall to the left.
- **Telephone Locations:**

For 911 calls, no need to push buttons for outside line - just pick up and dial.

 1. On wall in office hallway, between restrooms.
 2. Immediately upon entering the kitchen, on wall to the left.

Emergency items in the Kitchen:

- **First Aid Kit:** Located upon entering the kitchen, on the counter immediately to your left near the telephone. It is a blue plastic box marked "First Aid".
- **Defibrillator:** Located in the kitchen hallway, in the wall cabinet next to the door leading outside. The Defibrillator can be found inside the cabinet. There is a list of trained parishioners who know how to use the Defibrillator on the door of the cabinet. Trained parishioners should be the first to provide assistance with this machine when needed.
- **Wheelchairs:** Located in hallway outside of kitchen.

Usher Responsibilities "at a glance"

Usher 1:

- ❖ Place collection basket(s) on organ for musicians.
- ❖ Assist late parishioners outside of the entrance doors.
- ❖ Take attendance on musician's side of the church at beginning of homily.
- ❖ Prepare collection for the front section.
- ❖ Return all small baskets to the LM closet.

Usher 2:

- ❖ Reserve four (4) chairs for the lectors.
- ❖ Assist late parishioners outside of the entrance doors.
- ❖ Take attendance on presider's side of the church at beginning of homily.
- ❖ Prepare collection for the middle section.
- ❖ Place large basket and Help Center basket in center aisle.
- ❖ Receive the bags in the large Collection basket once all collections are complete.

Usher 3:

- ❖ Control the lights in the worship space.
- ❖ Ask parishioners to be Gift Bearers and give the sheet to cantor.
- ❖ Assist late parishioners inside of the worship space.
- ❖ Prepare collection for the rear section.
- ❖ Assist the Gift Bearers for the Presentation of Gifts procession.