

# USHER 1 - REVIEW LIST – October, 2013

## **Prior to the Liturgy**

- **Sign-in no later than 20 minutes before the liturgy.**
- Put on nametag. Let Point Person know you have arrived.
- First usher to arrive checks that all is in readiness for the liturgy.
- 15 minutes before the liturgy, gather with the other 2 ushers in the rear of the church to share special instructions and pray together for God's grace to help you exercise your ministry well.
- Review your specific responsibilities.
- Assist in seating with a friendly, welcoming manner, with special attention to the disabled.

## **During the Liturgy**

- Participate with the assembly in the prayer of the liturgy

## **Usher 1**

- Place small collection basket on organ for musicians (two if Second Collection).
- Seat latecomers entering through the *front* Gathering area doors.
- After Opening Prayer, close front Gathering area doors that lead into the worship space. Stand on Gathering Area side of front doors, gently asking people to wait until appropriate time for doors to re-open (after Second Reading).
- Take attendance count at beginning of homily. Record attendance.
- Toward end of *Prayer of the Faithful* (General Intercessions): Retrieve baskets for collection.
- When music begins or is announced: Retrieve basket from organ. Give baskets to ***front section, beginning with parishioners in front row, side aisle seats.*** Wait at back of section for baskets to return. Return all small baskets to LM closet after baskets are emptied into large collection basket. Go to baptismal font.
- Receive large collection basket from Gift Bearer after Presentation of Gifts procession.
- Go with Usher 2 to deposit money into safe.

## **Communion Procession (All Ushers)**

- Once all EMHCs are lined up, wait at front row of your section until all EMHCs/Bread are in place
- Immediately *point out* the disabled on the St. Joseph's side to that side's Bread minister. Lead the Bread minister on the Blessed Mother's side to the disabled.
- Guide front row, center aisle people to begin the Communion procession.
- Move to the rear, center aisle of your section, and join the Communion line as the last person from your section moves forward. Do NOT stand at each row to guide people into the Communion line.

## **Bulletins**

- Immediately after the announcements, Ushers retrieve bulletins from volunteer room and go to Greeters' doorways to give to those leaving early. Usher 3 remains in Gathering Area.
- Once Song of Sending Forth begins Ushers 1 and 2 move into Gathering Area to help Usher 3 distribute bulletins to all.
- Return bulletins to Volunteer room after 5:00pm, 7:30am and 9:30am liturgies.
- After 11:30 a.m. liturgy, place bulletins into wall racks near front and rear Gathering Area doors.

## **After the Liturgy**

- In the worship space, dispose of trash. Lost items go in the Volunteer room.
- Straighten chairs in your section
- Usher 1 checks that all usher items are ready for the next weekend liturgy
- Usher 2 prepares large collection basket for the next weekend liturgy
- Usher 3 dims lights or turns off all lights in the building after 5:00pm and 11:30am liturgies
- Return nametags to storage
- Thank God for your ministry and ask for grace to live the Gospel in your daily life.
- After 11:30am liturgy: Check that all doors leading to the outside are securely shut

## USHER 2 - REVIEW LIST – Revised October, 2013

### **Prior to the Liturgy**

- Sign-in *no later than* 20 minutes before the liturgy.
- Put on nametag. Let Point Person know you have arrived.
- First usher to arrive checks that all is in readiness for the liturgy.
- 15 minutes before the liturgy, gather with the other 2 ushers in the rear of the church to share special instructions and pray together for God's grace to help you exercise your ministry well.
- Review your specific responsibilities.
- Assist in seating with a friendly, welcoming manner, with special attention to the disabled.

### **During the Liturgy**

- Participate with the assembly in the prayer of the liturgy

#### **Usher 2**

- Reserve four seats for two Lectors and their spouses.
- Seat latecomers entering through the *back* Gathering area doors.
- After Opening Prayer, close rear Gathering area doors that lead into the worship space. Stand on Gathering Area side of front doors gently asking people to wait until appropriate time for doors to re-open (after Second Reading).
- Towards end of *Prayer of the Faithful* (General Intercessions): Retrieve large collection basket and Help Center basket from closet. Place them in center aisle toward front of third section. Get your small baskets.
- When music begins or is announced: Give baskets to ***second section, beginning with parishioners in front row, center aisle seats.*** Wait at back of section for baskets to return.
- After all ushers have emptied small baskets, draw shut the bag(s) and place lid on basket. Go to baptismal font via side aisle.
- Receive Help Center basket from Gift Bearer after Presentation of Gifts procession.
- Return Help Center basket to closet. Go with Usher 1 to deposit money into safe.

### **Communion Procession (All Ushers)**

- Once all EMHCs are lined up, wait at front row of your section until all EMHCs/Bread are in place
- Immediately *point out* the disabled on the St. Joseph's side to that side's Bread minister. Lead the Bread minister on the Blessed Mother's side to the disabled.
- Guide front row, center aisle people in 2<sup>nd</sup> section to begin the Communion procession.
- Move to the rear, center aisle of your section, and join the Communion line as the last person from your section moves forward. Do NOT stand at each row to guide people into the Communion line.

### **Bulletins**

- Immediately after the announcements, Ushers retrieve bulletins from volunteer room and go to Greeters' doorways to give to those leaving early. Usher 3 remains in Gathering Area.
- Once Song of Sending Forth begins Ushers 1 and 2 move into Gathering Area to help Usher 3 distribute bulletins to all.
- Return bulletins to Volunteer room after 5:00 p.m., 7:30 a.m. and 9:30 a.m. liturgies.
- After 11:30 a.m. liturgy, place bulletins into wall racks near front and rear Gathering Area doors.

### **After the Liturgy**

- In the worship space, dispose of trash. Lost items go in the Volunteer room.
- Straighten chairs in your section
- Usher 1 checks that all usher items are ready for the next weekend liturgy
- Usher 2 prepares large collection basket for the next weekend liturgy
- Usher 3 dims lights or turns off all lights in the building after 5:00 p.m. and 11:30 a.m. liturgies
- Return nametags to storage
- Thank God for your ministry and ask for grace to live the Gospel in your daily life.
- After 11:30 a.m. liturgy: Check that all doors leading to the outside are securely shut.

# USHER 3 - REVIEW LIST, revised October, 2013

## **Prior to the Liturgy**

- Sign-in *no later than* 20 minutes before the liturgy.
- Put on nametag. Let Point Person know you have arrived.
- First usher to arrive checks that all is in readiness for the liturgy.
- 15 minutes before the liturgy, gather with the other 2 ushers in the rear of the church to share special instructions and pray together for God's grace to help you exercise your ministry well.
- Review your specific responsibilities.
- Assist in seating with a friendly, welcoming manner, with special attention to the disabled.

## **During the Liturgy**

- Participate with the assembly in the prayer of the liturgy

## **Usher 3**

- Check that lights are on dim.
- Invite a minimum of four people to be Gift Bearers and instruct them when to move to rear of church and where to stand. Give Gift Bearer page to Cantor before chimes are sounded (normally 5 minutes before liturgy begins).
- As Light Minister, bring lights to full when chimes are sounded before the liturgy.
- Toward end of *Prayer of the Faithful* (General Intercessions), go to rear of church to retrieve collection baskets.
- When music begins or is announced: Give baskets to ***third section, beginning with parishioners in front row, side aisle seats.*** Wait at back of section for baskets to return, then dump collection into large collection basket in center aisle.
- Guide four (4) Gift Bearers for Presentation of Gifts procession in following order:
  - Collection, Help Center, Bread, Wine

## **Communion Procession (All Ushers)**

- Once all EMHCs are lined up, wait at front row of your section until all EMHCs/Bread are in place
- Immediately *point out* the disabled on the St. Joseph's side to that side's Bread minister. Lead the Bread minister on the Blessed Mother's side to the disabled.
- Guide front row, center aisle people in 3<sup>rd</sup> section to begin the Communion procession.
- Move to the rear, center aisle of your section, and join the Communion line as the last person from your section moves forward. Do NOT stand at each row to guide people into the Communion line.

## **Bulletins**

- Immediately after the announcements, Ushers retrieve bulletins from volunteer room and go to Greeters' doorways to give to those leaving early. Usher 3 remains in Gathering Area.
- Once Song of Sending Forth begins Ushers 1 and 2 move into Gathering Area to help Usher 3 distribute bulletins to all.
- Return bulletins to Volunteer room after 5:00 p.m., 7:30 a.m. and 9:30 a.m. liturgies.
- After 11:30 a.m. liturgy, place bulletins into wall racks near front and rear Gathering Area doors.

## **After the Liturgy**

- In the worship space, dispose of trash. Lost items go in the Volunteer room.
- Straighten chairs in your section
- Usher 1 checks that all usher items are ready for the next weekend liturgy
- Usher 2 prepares large collection basket for the next weekend liturgy
- Usher 3 dims lights or turns off all lights in the building after 5:00 p.m. and 11:30 a.m. liturgies
- Return nametags to storage
- Thank God for your ministry and ask for grace to live the Gospel in your daily life.
- After 11:30 a.m. liturgy: Check that all doors leading to the outside are securely shut