



Immaculate Conception Church Liturgical Guidelines

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, and we represent the intent of the community to welcome and embrace all who come to share prayer. 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. Ours is a direct service, often a physical one, as we open doors, smile a greeting, or lend assistance to those in need. We have the opportunity to be the hands of Christ to the living Body of Christ. We should approach our ministry with diligent preparation and should not be discouraged by those who ignore us or refuse our help. 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 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 are held to benefit all parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions through the Ministry Scheduler Pro (MSP) App; only trained liturgical ministers serve during a liturgy. Scheduling is handled through the MSP App. This app is downloaded for free through your app store. Schedules

are made at three-month intervals when you will be prompted to enter your unavailable dates. The app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Ministers check-in at the kiosk located in the back of the church.

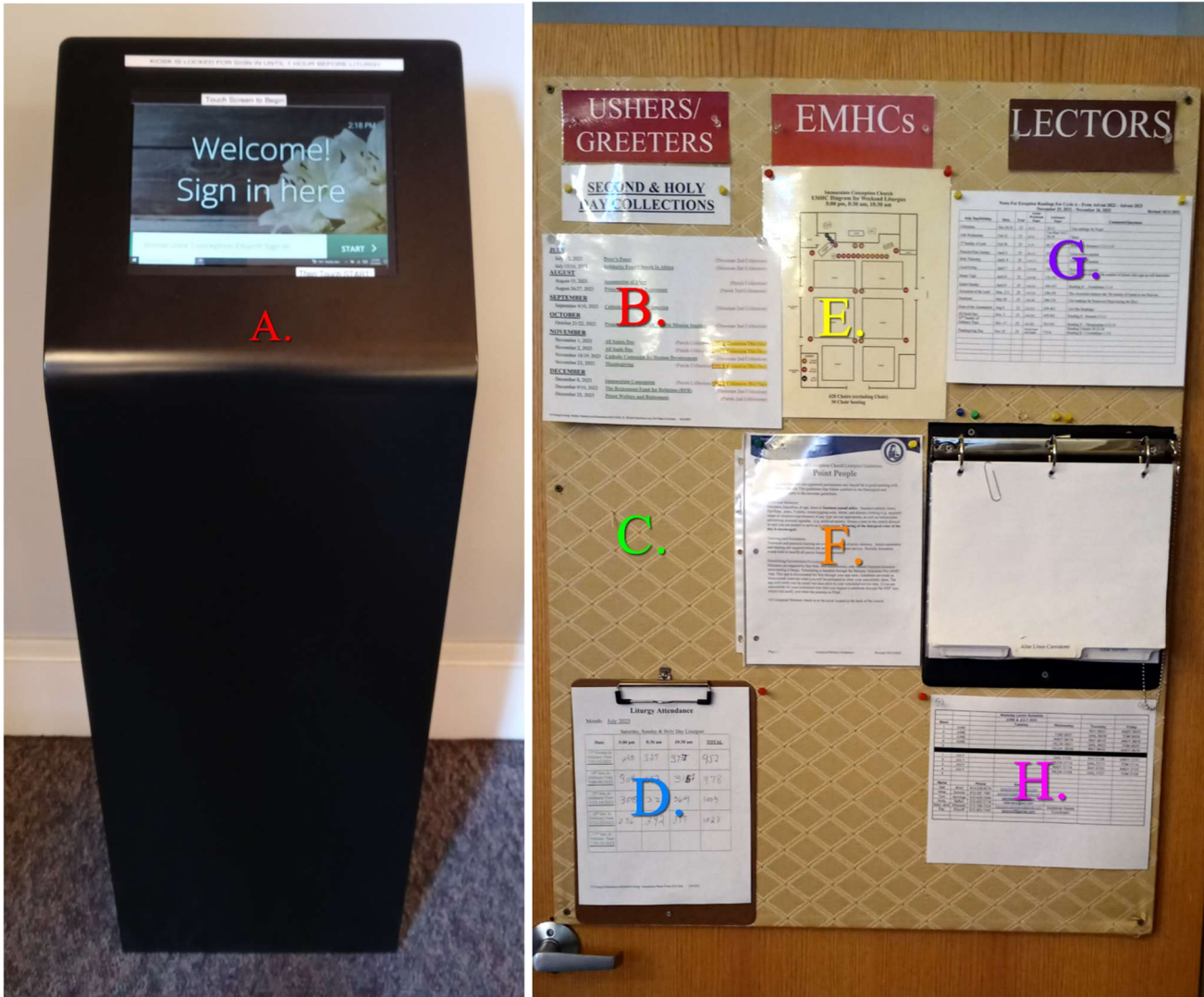


Photo 1a & 1b. The Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk*. The MSP App will prompt you through the check-in process.
- B. *Second Collections List*. For Ushers.
- C. *Alert Messages for all Liturgical Ministers*. Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart*. To record number of people in attendance at weekend and special liturgies.
- E. *EMHC Distribution Diagram*. Map for positions to distribute the Eucharist.
- F. *Point Person*. Description of duties.
- G. *Lector Notes*. Lists which Readings(s) to use when there are options.
- H. *Weekday Liturgical Schedule*. For those serving at weekday liturgies.

Day of the Liturgy

Preparation Prior to the Liturgy

1. 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.
2. Sign-in as soon as you arrive by using the MSP Kiosk.
3. Check the inside of the LM door for any Alerts (special instructions). Alerts are also typically emailed to all ushers in advance.
4. 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.
5. 15 minutes before the liturgy all scheduled ushers gather very briefly at the Blessed Sacrament Chapel. 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.
6. 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 baskets with fake or empty gifts.*
 - The attendance record sheet is at the lower left corner of the closet door.
 - Gift-bearer forms are in a binder on top of Usher drawers.
 - Ushers are to seek four individuals for the Presentation of the Gifts. *Ushers serving at the liturgy do not present the gifts.*
 - 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 the lights are on and dim.
10. When the bell rings, the lights are brought to full (Letter A on the diagram).

Light Panels



Photos 2 & 3. Light panel on wall near front doors leading into Gathering Area.

- A. *ALL bright.*
- B. *Altar and first rows only.*
- C. *Last two rows only.*
- D. *ALL dim.*
- E. *ALL off.*
- F. *Master.*

Collection Baskets



Photos 4. Collection Bags.

- A. Khaki-colored bag marked 1st for First Collection.*
- B. Blue-colored bag marked 2nd for Second Collection.*



Photos 5. Collection Baskets.

- A. Help Center Basket.*
- B. Tall collection basket the collection monies are deposited.*
- C. Small collection baskets.*

Liturgical Ministers Closet



Photos 6. Inside the 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



Photo 7. 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.



Photo 8. 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, and 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. If someone expresses an interest in registering with the parish, there are New Member Orientation Cards on the pamphlet rack on the wall opposite the Ladies Restroom.
2. Disabled individuals can be better served by sitting in the 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 distribute the Eucharist.
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. (Photo #8) *Ushers serving at the liturgy do not present the gifts.*
 - 1) Collection
 - 2) Help Center basket
 - 3) Bread
 - 4) Wine
4. 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.
5. 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.
6. The gift bearer sheet is given to the cantor before the liturgy.

During the Liturgy

Seating Latecomers

1. Continue assisting with seating until the Opening Prayer has concluded.
2. Ushers should escort individuals to available seats. Refrain from pointing.
3. Usher 1 & 2 stand outside the worship space doors, and Usher 3 remains inside the worship space until everyone is seated.
4. 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.
5. When there is a Baptism, the Collection does not take place until *after* the Baptism Ceremony has been completed when the Presider presents the newly baptized to the community.
6. 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 of the entire church at the beginning of the homily. Count every person (not empty seats) in the church, and record on the Attendance Record Sheet.
- After the count, take 1 basket from the rear of the church and place it in the Gathering Area. When collection is taken, retrieve the basket from the Gathering Area and proceed up the side aisle. Give the basket to the parishioners on the outside of the aisle. Proceed to the organ and retrieve the second basket. Give it to the parishioner on the outside of the aisle. Proceed to the center aisle rear of the Section One to receive the baskets after they are passed through the section.

Usher 2:

- 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.



Photo 8. 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 Universal Prayer (Prayer of the Faithful) with the rest of the Assembly.
2. Immediately after the intercessions (no need to wait for music):

- a. 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.
 - i. 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.
 - b. 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.
 - i. 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.
 - c. Usher 3 gives baskets to the first parishioner on each INSIDE AISLE chair of the front row of the third section of chairs. Parishioners pass baskets back and forth across each row.
3. Ushers move to the rear, center aisle of their section, watching the progress of the collection baskets, and retrieve the baskets after they have been passed throughout their section.
 4. 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.
 5. All 3 Ushers pass the 2nd Collection baskets in the same manner they passed the 1st baskets.

After the Collection

1. Usher 3 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 2 collections, each collection will have its own deposit bag. This means the book must be signed twice by Usher 1 and Usher 2. Also, each deposit must be signed in the proper place. Be careful to get the correct collection bag in the correct deposit bag. If there are problems, please make a notation in the record book.

7. 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.
8. Exit the Conference room making sure the combination lock is locked and door is secure.
9. Take the bulletins from the Conference Room and place them on the large table located in the Gathering Area. Do not place them in the racks on the wall until after the 10:30 am Liturgy.

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

1. After 5:00 pm, and 8:30 am liturgies place the remaining bulletins back in the Conference Room bin. 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 when all parishioners have left.
6. Return nametags to the storage bin in the LM closet.

7. Any forgotten or lost objects need to be placed in the Work Room in the designated Lost and Found bin so that they may be retrieved by anyone inquiring about the item.

Immaculate Conception Church Campus

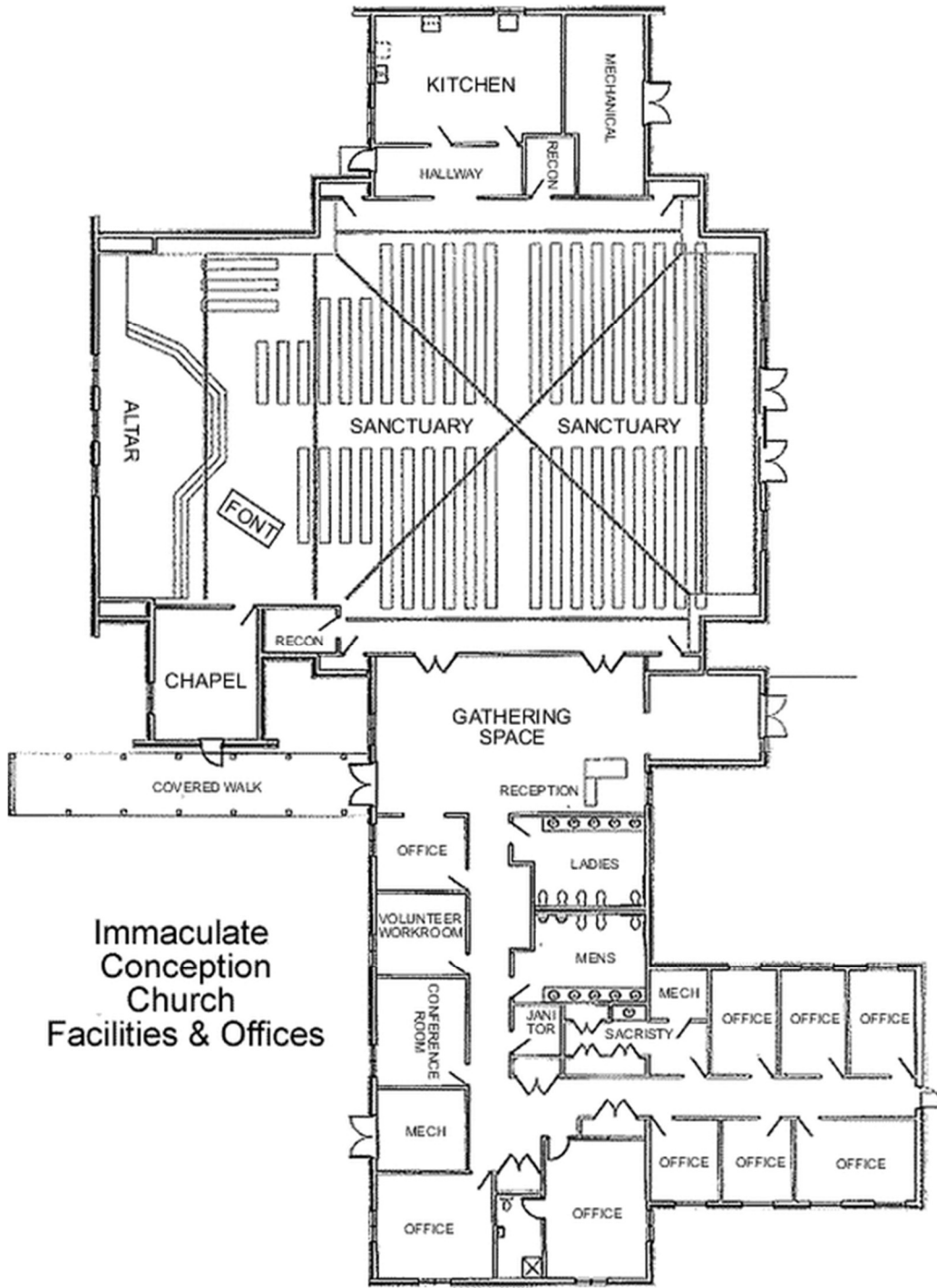
Church Building

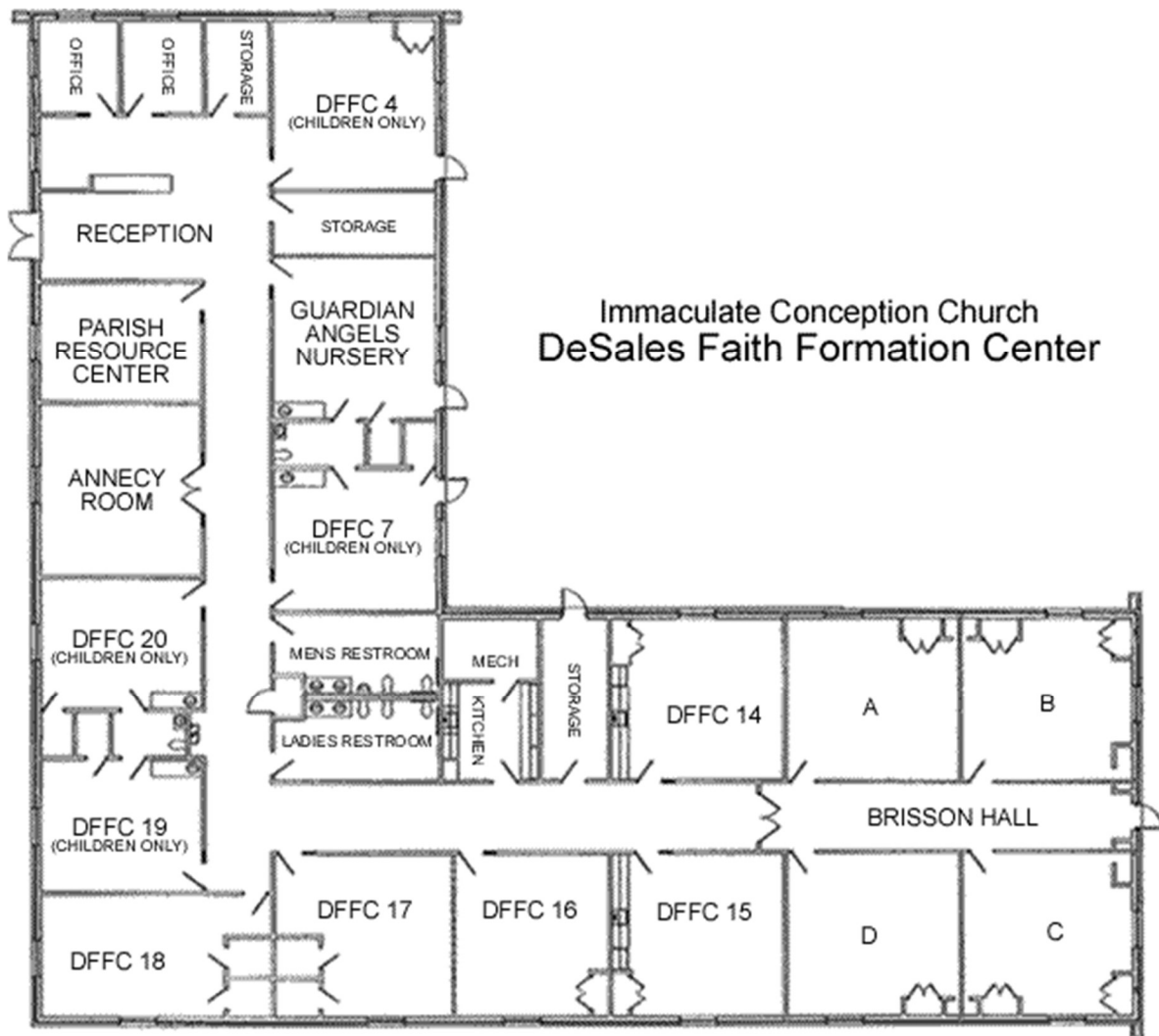
- **Parking.** Upon entering the church property, in front of the church, at far side of the church building. Designated areas of parking and “no parking” are to be respected, as well as parking for the handicapped.
- **Blessed Sacrament Chapel.** Inside the worship space, front left. The doorway is 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, through the open, double doorway. The kitchen doorway is off the little hallway there.
- **Pastor’s Office.** Back hallway of the office wing; as you turn the corner, first office on the right.
- **Reconciliation Room.** Inside the worship space, on the far wall across from the Gathering area to the right of the kitchen doorway.
- **Restrooms:** Front hallway of the office wing.
 - Ladies’ Room is first door on the left.
 - The Men’s Room is immediately after the drinking fountains on the left.
- **Sacristy.** Back hallway of the office wing, first doorway to your left.
- **Resource Work Room.** Front hallway of the office wing, second door on the right.

De Sales Faith Formation Center

- Building across from the rear courtyard behind the church building.
- Become familiar with the location of the:
 - Nursery
 - Faith Formation classrooms

- 2 Kitchen Rooms
- Restrooms
- Annecy Room (lounge setting)
- Brisson Hall (for larger Faith Formation events, with the ability to be divided into small spaces with expandable divider walls)





Dealing with Emergencies

The motto of the Boy Scouts is “Be prepared.” It is a good one for liturgical ministers, also. True emergencies during the liturgy are rare, but it is important that we be prepared.

Emergency Medical Situation.

- A greeter or usher should immediately let the presider know so that he can ask for any medical personnel who may be present.
- If there is any question about the health and safety of the parishioner an ambulance should be called (911).

Emergency/Safety Situation

- If there is an emergency situation with the building or any safety circumstance that would affect those gathered for prayer: 911 should be called immediately.
- The presider should be notified in order to make an appropriate announcement to the assembly.

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, on wall across from Pastor's office
4. Inside the worship space, on the far wall across from the Gathering area to the left of the double archway
5. Immediately upon entering the kitchen, on wall to the left.

Telephone Locations

There is no need to push buttons for outside line - just pick up and dial. (For 911 and local calls only)

1. On wall in office hallway, between Ladies' and Men's' restrooms
2. Immediately upon entering the kitchen, on wall to the left.

Items Found Near or In the Kitchen

The Kitchen is located beyond the worship space, opposite the Gathering area side, through the double archway.

- **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". This kit contains small items for basic first aid. More First Aid items can be found in the kitchen hallway, in the wall cabinet next to the door leading outside.
- **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. In the event there is not a trained parishioner available, the Defibrillator has basic step-by-step directions that any adult can follow.
- **Wheelchairs.** Located in hallway outside of kitchen.