



Ushers

- Arrive at least 20 minutes before the Mass starts. Be there BEFORE those who are worshipping today begin arriving. You may wish to double check that the front doors are unlocked.
- Check that the welcoming space is clean and orderly before Mass. Collect excess bulletins and papers left behind in the pews AFTER Mass.
- Bulletins are kept in the Usher's room for distribution by the Gift Bearers/Farewell Ministry people. They will need them prior to the close of mass for end-of-mass distribution.
- Make eye contact with people as they pass by you. You may give them a nod of acknowledgment and a smile as well as a brief greeting of hello or good morning
- **Smile!** 😊 **Smile!** 😊 **Smile!** 😊
- Warmly and sincerely smile at people who pass by you as they enter/exit church
- Greet/welcome people who come in late and direct them to places to sit. This is more likely on Christmas and Easter.
- Set up additional chairs from the hall as may be needed.
- Be ready to help people who may have a disability or trouble getting around—getting a door for them or holding one open. This is true both BEFORE and AFTER Mass
- When a mother/father comes through the back door to the cry room, open the door for them. Give them an empathetic smile as you do so. (Parents may need the reassurance that they and their children are welcomed always as part of the community—even when the little one makes his/her presence known 😊)

You may need to make newcomers aware when they walk out that we have a cry room.

- Turn fans on at beginning of Mass and turning them off at the conclusion of Mass.

- Make yourself available for anyone who needs assistance AFTER Mass
- Handle emergency situations with courage and composure, with a keen awareness that all people present are God's children, showing love and respect always. Retrieve the defibrillator from the usher's room, if needed and assist as requested.
- Gathering the Offering by using the baskets in the back closet and begin with the front pews. It is fine to acknowledge others as you do so.

Offering Time

- Present the Offering – Check the posting located in the usher's room as to which family will be the gift bearers; if they are not present, ask another family to do so prior to the offertory. You may need to carry the offering received in the basket behind those who are bringing up the bread and the wine.
- When the servers and Father stand in front of the altar ready to receive the gifts, send the giftbearers first with the bread and the wine and follow them with the money offering.
- Offer a slight bow of acknowledgment after the offering(s) have been received and return to your place.
- Occasionally there may be additional collections. Please facilitate their collection at the appropriate time by bring baskets to the front pews as done for the offering.

Communion

- Assist at communion by coming to the front pew as Father distributes to the Eucharistic ministers, altar servers and music ministry. When Father comes down to the pews to distribute to the seniors usually seated in the front pew and the Eucharistic Minister distributes the Blood of Christ to them, you can then give a friendly nod to the first pew to receive. You will do the same with the rest of the pews before going to the far side aisle.

Sign of Peace

- Be especially alert for newcomers and make the effort to extend the sign of peace to them; be warm and sincere.

After Mass

Immediately after Mass (preferably two people) take collection off of the altar and put in bag and take to the bank.