

Thank you for volunteering as an Usher/Usherette for Sacred Heart Parish!

We are very casual about how we dress for Mass living here in the north and being such a resort area. However, it is very hard for visitors to tell who is an Usher/Usherette or even a member of the parish when we dress exactly as they do! Emergencies arise and we need to be easily identifiable. Please use the Usher pins! There are several in the usher's closet, and also in the sacristy room in the Hall. It would be very appropriate for you to be a little more "dressed up" if you are scheduled to be a minister.

Schedules are usually done to be available the third Sunday of the month. If you know you are going to be unavailable on some weekends or holydays, please call in advance. Once the schedule is done, it is up to you to find a substitute for yourself if you will not be available. If possible make changes on the clipboard in the Church.

- * There is a phone in the reconciliation room if anyone needs to make an emergency call, press Line 1 and dial 911. In the Hall, phones are located in the Gathering Area, the kitchen and the Conference Room.**
- * Nursing mothers (or parent with fussy child in general) may use the reconciliation room. (In the Hall, the Gathering Area or the Library.)**
- * Some do not realize that we have no restroom in the church. Watch for people who seem to be looking for one, and be prepared to give them directions.**
- * Know where the AED machine is and at a minimum know how to bring it to the scene in an emergency.**
- * Be aware of where the fire extinguishers are.**
- * There is a "Lost and Found" box on the shelf in the usher's closet.**
- * First aid kits are found on the shelf in the usher's closet, and in the kitchen, as well as the Conference Room (on top of the microwave) in the Hall.**

- * The ice melt and a broom are in the usher's closet. In the Hall ice melt is kept by the doorways, brooms are available in the kitchens or in the storage room.
- * If you don't know how the doors lock, or where all the light switches are, please ask.

Please arrive *at least* 15 minutes ahead of time to put on Usher button, check condition of pews--are missalettes in the racks? Any purses, hats, etc. in pews downstairs or up? Are there any papers, bulletins, kleenex, etc. left in pews? "Prepare the house for guests." Take pride in the way your parish home looks. The same should be looked after following Mass, both in the Church and in the Hall. Don't just walk away without checking on what needs doing.

Ushers constitute the 2nd wave of Welcome that people receive as they gather together. The first wave is from the Greeters who say "Welcome," as you also do, followed by "May I show you a seat? How many in your group (or family)?" Make sure you keep aware of where the empty seats are so that you can lead the people from the church entrance. As the pews fill up stand in the center aisle and on the sides where there are available seats, others will direct people to you for seats.

When you arrive check to see who the other Ushers/Usherettes are and whether they are present. Together, plan on getting other Ushers/Usherettes if there are absentees.

As courteously but as firmly as possible ask people to fill in downstairs before going to the loft. The loft is primarily for the choir and for overflow when necessary. Please don't get chairs out from under the stairway until the pews are full. If the chairs are out, people will not fill the pews. We are enforcing the 'only 30 people' in the choir loft. This must include all members of the choir, the organist, and don't forget the cantor(s). And the stairwell must be kept clear.

When people arrive after the Scripture Readings have begun please stay in the rear and listen to the Readings so they do not distract others from hearing it. They could be seated at the beginning of the homily, but quietly please.

Ushers should sit at the same time the congregation sits. You are less distracting to the people in the back rows, and to Father, if you are not standing or wandering back and forth. Sometimes, at a very full Mass, standing is unavoidable, but quietly please.

Collection time: When the Creed is finished, quietly get out the baskets for the collection. If there are people upstairs be sure to have a fifth usher to go up there. In the Hall, eight ushers are needed for the collection, (and four for ushering the lines for receiving Communion.) Wait until the Prayers of the Faithful are ended and the lector returns to their seat before proceeding to the front. Stop at the front pew, bow to the altar, (*do not genuflect*), and then proceed. This means that some of you, especially in the Hall, need to turn your body toward the altar. Watch for small children holding out their gifts shyly, sometimes they get missed. Do not forget the people sitting in chairs behind the pews or against the wall, and standing in the vestibule. In the Hall, remember that most times there are some people in the Gathering Area. The first usher to the back should remember to go out into the Gathering Area and collect in this area.

The overseer should be at the Offering table during the collection to put the offerings in the hands of the presenters. Father will take baskets first and give them to the altar servers, then the wine, lastly the bread. All reverence the altar (bow) together, then return to their seats. There is a prepared slip of paper for presenters with directions of what to do.

Communion time: Gauge the timing to go down the center aisle (or aisles, in the Hall,) to control the Communion procession flow. You may go right away when Father begins to serve the ministers and altar servers, or you may wait a

short time. Do not kneel or genuflect when reaching the front. Again, as when beginning the collection, all bow *to the altar*. Try to do these bows in unison.

Make sure the first pews are served and all of the EMHC's on your side are in position before sending out the communicants. In the Hall, sometimes the minister of Holy Communion does not realize that someone in the front row is unable to get up to receive. Let the minister know.

This is NOT the time to be greeting people as they leave their pews to join the communion procession. If people do not seem to be getting up to go to communion, perhaps they are not Catholic, or for whatever reason are not going to receive today. Do not make them feel they have to get up and go. Go on to the next pew. If there are others in the back who are unable to walk up to receive, be aware of where they are, in case you need to be the person who tells the Minister of Holy Communion where to go to serve them.

When the final procession song begins, get bulletins and stand at the rear of church or Hall where best visible to hand out bulletins. One person is needed to hand out bulletins at the side door also, both in the church and in the Hall. One Usher should go immediately after Mass to pick up the money basket, take to the sacristy and empty into the bag that Fr. Bob provides. You may leave it on the counter, or table in the Sacristy Room in the Hall, for Father Bob to pick up. Father will take it when he leaves the church or the Hall.

All Ushers/Usherettes should remain to straighten up missalette racks, put up kneelers, pick up items left, pick up all papers, kleenex, etc. and dispose of in waste basket.

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