

Mary, Mother of the Church Parish

Usher Duties

Revised April 2016

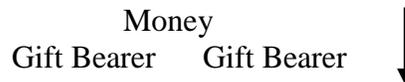
Before Mass:

- Sign-in at Usher's table in the Gathering Space
- Greet parishioners as they enter the Church
- Help parishioners find a seat if needed, especially Christmas and Easter

During Mass:

- Either be seated with your family members or stand along the back wall of the Church (*Please refrain from talking to other Ushers during the Mass as voices in the back carry throughout the Church and disrupts the prayers of others*)
- During the Creed, retrieve a collection basket from the Maintenance Closet
- Go to an open aisle and wait behind the back row. The Lead Usher will use the center aisle
- Begin walking towards the front row immediately after the Prayers of the Faithful have concluded and people are beginning to sit down for the Offertory Hymn. Once in the front, bow at the same time, following the example of the Lead Usher
- Once the money has been collected, the *first available usher* will go to the Mother's Room for the collection
- Place money and envelopes into the Offertory Basket on the small table
- Help the Gift Bearers line up with the gifts so once the money has been placed in the Offertory Basket the procession can begin immediately (*If necessary, hand the Gift Bearers the gifts and position them in the center aisle*)

Positioning:



- If there are only two Gift Bearers, then the Lead Usher will take the Offertory Basket with the Gift Bearers. (If there are no Gift Bearers, the Lead Usher will line up other Ushers to bring up all the gifts)
- During Communion, allow other parishioners to receive first before joining a Communion line yourself
- During the Closing Prayer, four Ushers will need to distribute Bulletins – two at the main doors to the Gathering Space and one at each of the side aisles in the back of church

After Mass:

- Make sure the Usher's table is cleaned up and remaining Bulletins are returned
- Go through the pews and make sure the Hymnals are orderly, the kneelers are upright, and any trash or used bulletins are removed
- The altar servers are asked to transfer the food from the food baskets into the Servers' Sacristy and place the baskets in the Vesting Sacristy near the safe

Lead Usher Duties:

- Makes sure the Offertory Basket is on the small table
- Uses the main aisle during offertory
- Hands collection basket to another usher and handles the Offertory Basket
- Lines up and offers directions for Gift Bearers *or chooses ushers to help if no Gift Bearers*