

# Ushering Quick-Guide

## Before Mass:

- Arrive 15 minutes before mass.
- Sign the sign-in sheet and put on your nametag.
- Make sure the large oak doors are hooked open.
- Empty the bulletin racks in the Gathering Space and hall from the prior Mass.
- Put the large collection basket under the offertory gifts table, and the smaller baskets in their proper locations (four in the back of church, three on the choir side, and four on the other side – using more baskets on the sides gets the offertory procession started faster).
- Meet with the other ushers to determine assignments; decide who the adult Deposit Handlers will be (if only one adult usher, recruit an adult sacristan or Eucharistic Minister to help) and which usher will stay in the back of the church during mass to be visible for anyone who might need assistance.
- Find out if there will be a baptism, second collection, or other special event during Mass.
- Recruit a family to bring up the gifts (3 people minimum, 4 optional) – give them a copy of the instruction sheet (in envelope on bulletin board) and ask them to come to the back when the collection starts. If there is a baptism, that family usually does it, but make sure they will do it and know when to come to the back. If there is a second collection, make sure the office door is unlocked before mass.
- Watch for people with walking difficulties and ask if they would like Communion brought to them. If so, ask if they prefer both bread and wine or bread only.

## During Mass:

- Close the oak doors as soon as the entrance procession enters the church, and take a seat within the assembly in your assigned area (except for the person remaining in back of church).
- After the homily go to the back of the isle in your section, and start the collections as soon as the Prayers of the Faithful (petitions) are completed (if you are working on one of the sides, make extra effort to hustle back with your baskets).
  - The first usher to reach the back should bring the procession family around to the front of the table and get them set up with the gifts (wine and bread first, basket last), while the others get the collection into the big basket. Start the procession as soon as all of the collection is in the big basket.
  - If there is a second collection, start it as soon as the family is finished presenting the gifts; then the two adult Deposit Handlers should immediately put the collection in the special 2<sup>nd</sup> collection bags and take it to the safe (remember – two unrelated adult ushers with the collection at all times).
- After the collection(s) put the baskets away, then one or two ushers put bulletins in the bulletin racks in the Gathering Space while others place four stacks of bulletins on floor by doors for after mass; one by each side door, one on each side of center doors.
- When the Presider begins distributing communion to the Eucharistic Ministers, move from your place to the front of your aisle. Ushers in the center section should begin releasing people as soon as all the EMs have received the Eucharist; ushers on the sides should wait to release people until EMs with both bread and wine are in place on their side.
- After the whole congregation has gone to Communion, lead the Eucharistic Minister(s) to those in your section who need communion brought to them.
- After the final blessing hook open all the oak doors and take your position to pass out bulletins.

## After Mass:

- Four ushers pass out bulletins.
- The two adult Deposit Handlers should retrieve the big collection basket together, take it to the sacristy, put the collection into bag(s), record the bag serial number(s) on the sign-in sheet and take the bag(s) to the safe together (if there is only one adult usher, recruit an adult sacristan or Eucharistic Minister to help with the collection; have them sign the sign-in sheet and indicate their ministry).
- Other ushers should collect all liturgical aids from pews and put them in the baskets on the oak table.
- Don't forget to put your nametag away - you're done!