

Usher Ministry – Revised May 2013

Before the Liturgy

- Arrive at least 20 minutes ahead of the liturgy
- Put out usher chairs and collection baskets
- Ask the priest if there is a second collection
- Move hymnal carts if necessary
- Greet people in a welcoming way
- Pass out hymnals and worship aids

During the Liturgy

- Close the doors by the baptismal font as the gathering song begins
- Get a count of the number of people in attendance. Write this number after mass in the sacristy notebook.
- Do not admit people during the scripture readings, at the homily, or at the Elevation of the bread and cup
- Gently remind those waiting when it is appropriate to enter the church
- **Collection:** Walk down the center aisle and bow before collecting offerings; start with the center section and have a plan for the other sections; put all offerings into the large basket and present it at the offertory if needed.
- **Communion:** Walk down the center aisle during the *Lamb of God*; invite the assembly beginning in the front. If there is a second collection, take it up as soon as all have received.
- Get the bulletins and open the doors
- Facilitate putting away hymnals and materials if necessary
- Greet people in a friendly way as you hand out bulletins

Other Responsibilities

- **Assisting the Mass Coordinator:** Occasionally help with processions; transport flowers to and from the walk-in kitchen cooler; help with special food collections; other miscellaneous tasks as needed.
- Assist those who use wheelchairs or need hearing assistance if needed
- Help on holy days as assigned
- Find a sub if you are unable to be present at your assigned time