

Usher Ministry Guidelines

Revised 4-26-2018

The usher is the first person the faithful encounter, greet people with a smile and make everyone feel welcome. Be ready to answer general housekeeping questions.

Before Mass

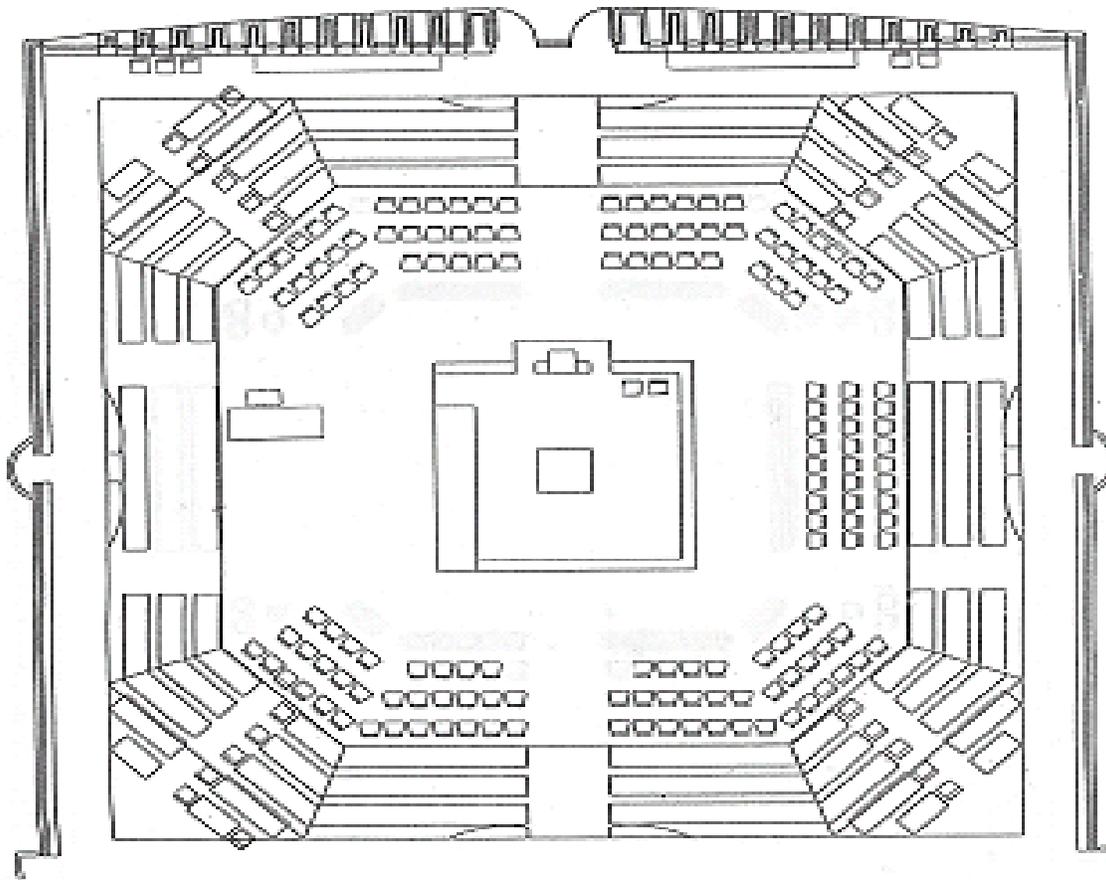
- Arrive at least 20 minutes ahead of the liturgy.
- Put out collection baskets.
- Ask the presider if there is a second collection, there will be a second collection bag in the sacristy as a hint.
- Move hymnal carts if necessary, straighten area.
- Greet people in a welcoming way.
- Pass out hymnals and worship aids.
- Make sure the speaker is turned on outside of church.

During Mass

- Close the doors by the baptismal font as the gathering song begins.
- Help those who come late find a seat, especially in crowded Masses.
- Gently remind those waiting when it is appropriate to enter the church. Try to avoid admitting people during the scripture readings, at the homily, or at the Elevation of the bread and cup.
- At the First Reading count the assembly and write the total in the Usher Count folder. Add to the number if people come in later.
- Find a seat inside being physically present and attentive to the needs of the gathered assembly. Participate fully in the Mass.
- **Offertory:** 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. Make sure to go up to Fr. Fitz for his envelope.
- Help direct those bringing forward the gifts. The Coordinator will choose the people ahead of Mass. Basket, bread, wine. Presider may have a preference.
- **Communion:** Walk down the center aisle during the **Lamb of God**; invite the assembly beginning in the front. Make sure to help the middle sections know where to go starting at the front pews.
- Inform the Priest/Minister of any person that is not able to come forward to receive Communion and escort the minister to those persons if necessary.
- The musicians will be last to receive Communion.
- If there is a second collection, take it up as soon as all have received Eucharistic.
- As the final song begins, open the doors and be ready to distribute the bulletins.
- Greet people in a friendly way as you hand out bulletins.
- Participate fully in all responses and songs.

Other Responsibilities

- **Assisting the Mass Coordinator:** Occasionally help with processions; help with special food collections; other miscellaneous tasks as needed.
- Help with emergency assistance as needed. Use land line by sacristy to call 911. Address is **2131 Fairview Ave. North.**
- Assist those who use wheelchairs or need hearing assistance if needed.
- Assist in preparing the church for the next celebration by making certain that it appears neat and inviting.
- Help on holy days.
- Find a sub if you are unable to be present at your assigned time.



Center Aisle

Thank you for your service as an Usher to the Body of Christ made present here at Corpus Christi! If you have any questions, please call Sue Valois at the parish center 651-639-8888.