

## USHERS

### Scripture

Welcome one another as Christ has welcomed you, to the glory of God.

Romans 15:7

### Documentation

It will normally be appropriate for those commonly referred to as "ushers" to exercise their role by welcoming people at the door, providing them with all necessary books and aids, and helping them find their places. The people are coming as invited guests of the Lord himself, to share in his supper as sisters and brothers. They will appreciate this more readily if they are made welcome by representatives of the community and acknowledged informally by their neighbors.

(from "Introduction to the Order of Mass" USCCB)

### Significance

As the first people churchgoers meet when they step into church on Sunday, ushers have the privilege of welcoming both members and visitors to St. Cecilia. It is especially important for ushers to make guests feel welcome, especially since the guests may not know anyone in the congregation. As an usher, you are a representative of the Church and the love and kindness you show (or don't show) to newcomers affects their perception of our faith community.

### Instructions

1. If your team has more than four people decide who will be at each Mass for the month. Be sure you have four ushers for collection.
2. Be at the church at least 15 minutes before Mass; preferably 20 minutes.
3. Wear a Usher identification name tag found in a basket in the Ushers Room.
4. Check the bulletin board in the Ushers Room, Liturgy Director or Presider for any special instructions regarding the liturgy.
5. Check the Holy Water fonts at each door/ If low fill from the baptismal font at the front of church.
6. Six small wooden pamphlet holders have been installed in the Church to hold Welcome pamphlets. There is one on each pillar located on each side of the center aisle. The two holders for the side aisles are located on the pillars behind the center pew section next to the side aisle. The last two holders are near the exit doors by the music area and baptismal font. A box will be placed on one of the shelves in the usher's room to store the welcome pamphlets. Please check the holders at the end of Mass to see if any more pamphlets should be added and keep an adequate supply in the holders.
7. Find a group of people to take up offertory gifts (family/couple/individuals). For some special occasions like School Week, First Communion or Wedding Anniversary the gift bearers may already be designated. The Presider or Liturgy Director usually knows if gift bearers are already assigned. Instruct the gift bearers to come to the gift table shortly after the Creed is recited and bring the gifts forward as soon as the Presider or Deacon walks down in front of the altar.

8. Welcome and then assist seating people as necessary. If an Usher works in one of the mid-side aisles, congestion will be avoided in the main center aisle. Try to fill the front pews first. If possible, please do not seat people during the First and Second Readings or the Gospel. Seating then interrupts the attention that needs to be given to the reading. Tell late arriving people in a friendly way that you will seat them immediately after the reading is done.

9. As Mass begins, remember you are participating in the Liturgy. Avoid unnecessary conversation but be alert for parishioners needing any special assistance.

10. In case of overflow:

a) You may have to get chairs from the Social Hall to place in the Narthex for seating.

b) Make sure the speakers in the narthex are loud enough to be heard. The Volume control button is in the usher's room on the west wall near the door.

c) If chairs are set up in the narthex, don't take the chairs down until after the last Mass of the day.

11. At least one usher should be present in the back of church to notice anyone walking in at any time during the Mass to greet and help seat them. Being always present in the back also provides oversight of the bread and wine gifts along with aiding anyone already present who may come back asking for the restroom location or emergency assistance.

12. After the Apostles or Nicene Creed and petitions of the faithful, you should walk to the front of the Church to start taking up the collection. Use the outside aisles leaving the center aisle for the gift bearers. Please bow to the altar as a group and then start collecting. When you have finished taking up the collection, put money in the proper bag and with another usher deposit in the safe located in the utility room.

13. The third full weekend of the month is Good Samaritan collection (the black bag collection). The dates of the black bag collection are posted on the south wall in the usher room. This is a second collection which will be picked up after communion after the presider sits down.

14. After Mass

a) Hand out bulletins at the end of Mass. No more than a total of 10-15 bulletins should be left at the front north and south entrances.

b) When Mass is over, clean up the Church pews, place all songbooks in the pew book-holders with the binding up.

c) Put all lost items in the box marked "Lost and Found" in the Ushers room.

d) Remember to return your Usher name tag to basket in usher's room.

#### ADDITIONAL IMPORTANT NOTES:

- Assist parents with crying babies. A rocking chair is available for use in the new Usher's room.

- In cases of illness emergencies, a clean-up kit is available in the mechanical room off the inner vestibule. A first aid kit and wheel chair is available in the usher's room.

- If a serious medical emergency occurs, please do not move the person. Step forward to assist and locate a medical professional in the assembly.

- Devices to help those with hearing impairment are available in the computer desk located over the

last pew in the center north side. Please dispense these devices when requested.

- Tornado Warnings -Emergency plan - Move the assembly to the inner hallways of the Education Center. Help facilitate movement of the assembly or follow directions given by the Presider.