

Ministry of Usher

Ministry Description

Ushers are liturgical ministers. While their presence might be inconspicuous, the role of usher is important for the smooth flow of the liturgy. At St. Mary Parish, the ministry of ushering includes greeting and hospitality and you present the face of the church to those coming to hear the Word of God proclaimed and to receive Holy Communion. As such, the usher(s) should arrive in time to perform the tasks identified below and be appropriately attired. At least one usher should arrive at least 30 minutes prior to mass and one usher to stay and assist the sacristan in locking up the church.

Ushers are expected to be regularly participating and registered members of St. Mary Catholic Church where “regularly” means attending Mass at St. Mary Catholic Church at least several times a month (barring illnesses, vacation travel, and such like). A registered member is a member of St. Mary Catholic Church who has submitted a completed registration form and considers St. Mary Catholic Church their primary church. Therefore, the Usher’s role is not to be regarded as an occasional or cameo appearance by infrequent practitioners of their Catholic faith or to attend mass only when scheduled to serve. Persons whose work or travel schedule precludes them from regularly worshipping at St. Mary Catholic Church are not eligible for this ministry. As a ministry, the Ushers are required to have a training session and occasional update training as needed or recommended. Ushers are to familiarize themselves with the Usher Guidelines and submit the signature sheet (last page of this document) to the parish office or training facilitator indicating they have read and will follow the procedures and rules outlined in the Usher Guidelines and training session/s.

Scheduling

Upon approval by the pastor, trained ushers will be placed in the ministerial database for scheduling. The scheduling process is as follows:

- (1) All ministers must submit any exception dates (date they cannot serve) to the scheduling minister via email by the 15th of each month. The scheduling program assumes availability unless an exception is input for the minister.
- (2) The schedule for the upcoming month will be published and emailed to all ministers who have email addresses in their profile by the 20th and no later than the 25th of the month prior. A schedule will be posted on the bulletin board in the vestibule and the sacristy.
- (3) Once the schedule has been published it is the responsibility of the minister to find a replacement if they cannot serve as scheduled. All ministers will receive an electronic and current copy of the Minister’s Directory.

Duties and Tasks prior to Mass

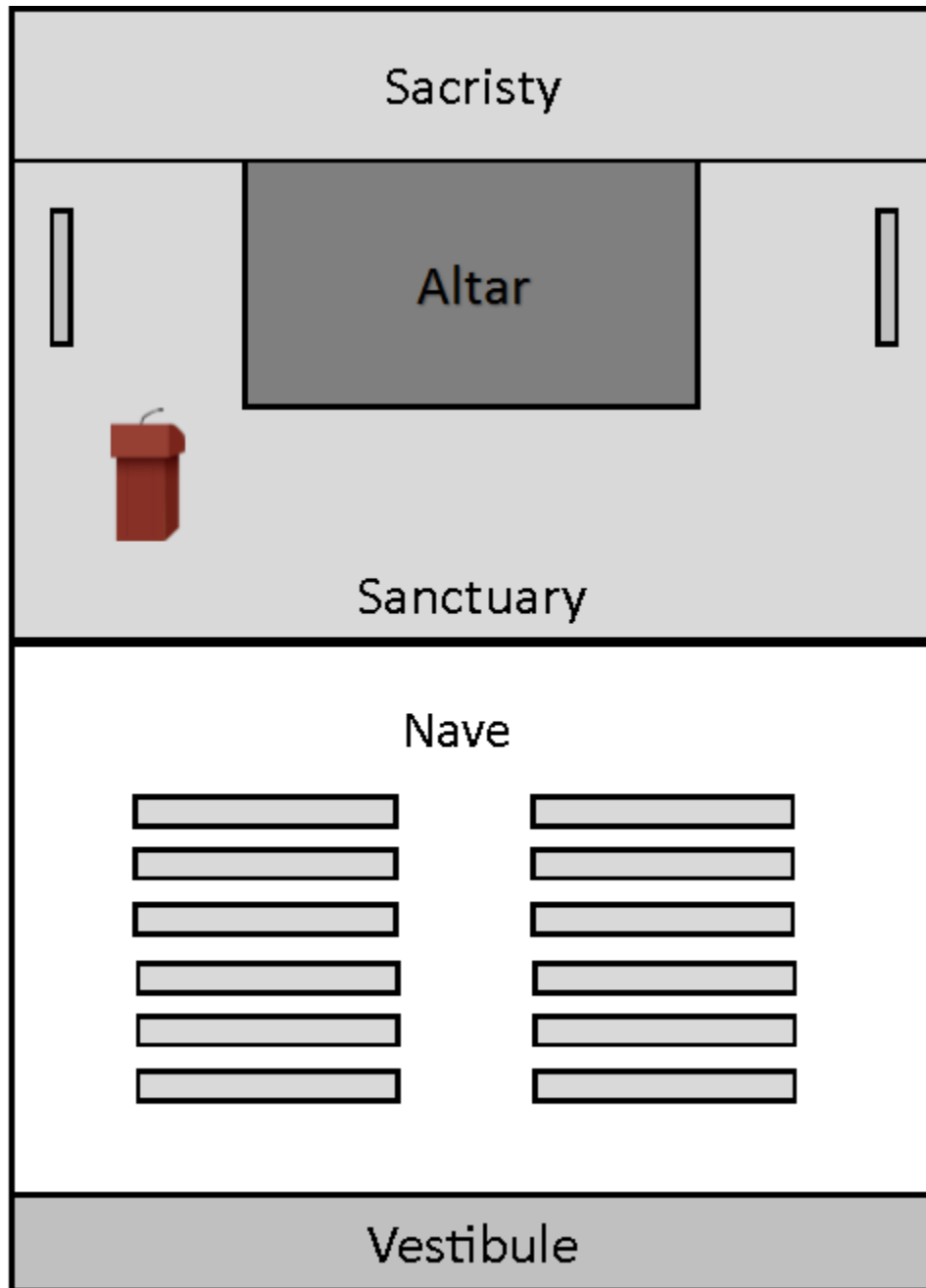
Duty/Tasks	Action
Check Church for cleanness	Pick up any trash left in pews and aisles
Check rest rooms	Insure restrooms are ready for use: replace paper towels and toilet paper. Supplies are in the closet next to the Children’s Chapel.
Check Holy Water Fonts	Replace or add Holy Water as needed.
Find family to bring up Gifts	At or around 15 minutes prior to the start of Mass, find and ask a family to bring up the Gifts after the first collection.
Find replacement ministers	Between 15 and 10 minutes prior to the start of Mass, locate and ask a trained minister to serve as a replacement for scheduled ministers who are absent or tardy.
Welcome and greet parishioners	Greet everyone with a smile.

Duties and Tasks during the Mass

Duty/Tasks	Action
Assist any latecomers in locating a seat.	Do not seat latecomers during the opening prayer or readings. Help latecomers find a seat after.
Assist parishioners with special requests or needs	Assist anyone who needs assistance or who has special needs (location of restrooms or location of Children's Chapel). At least one Minister should remain standing in rear of church during Mass.
Pew Count	After the Gospel and during the Homily, count the number of parishioners in attendance and record on the Pew Count work sheet. A work area is provided on the sign-in sheet for each mass.
Collect first collection	After the Prayers of the Faithful and Lector 2 has left the Ambo, process to the Altar (with collection basket), bow and pass the collection basket starting at the first row.
Assist the family bring the Gifts	After collection is complete place money in the large offering basket. Give the family the basket, Host and Wine and have them process to the Altar. The order of process: Cross Bearer, donation basket, Host and Wine.
Holy Communion	After the Celebrant consecrates the Host and Blood and is giving communion to the Eucharistic Ministers follow the choir to the Altar. Stand at each row and invite parishioners to communion. Stand at each row until the last person in the row has entered the aisle. Then move to the next row. Follow the last person to the Altar and receive communion.
Collect second collection	If there is a second collection, process to the Altar with collection baskets after the Celebrant returns to his seat. Follow the same procedures as the first collection. Place collection in the smaller offering basket. The usher assigned to distribute bulletins at the side door will take the second collection basket to the Sacristy.

Duties and Tasks after the Mass

Duty/Tasks	Action
Open the church doors	After the final blessing open both sides of the front door.
Distribute bulletins	After the recessional stand at the front door and side door and distribute bulletins. For process flow there should be two ushers at the front door and one usher at the side door. Recruit help as needed.
Prepare the church to be secured	Pick up any trash or personal items left behind. Personal items found can be deposited in the box on the counter in the vestibule.
Securing/Locking the church	Assist the Sacristan in locking all doors in the church and Sherlock Hall. The keys are in the sacristy hanging on the nail that holds the calendar next to the sink. Remember to replace the keys before leaving the church.
Note: If you are also a collection counter, please inform the Sacristan or fellow usher(s) that you cannot assist in securing the church.	



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Saint Mary Catholic Church

Americus, Georgia

I have attended the training for the Ministry of **Usher** and I have familiarized myself with the written guidelines for this ministry.

I am willing to serve:

- Saturday 5 PM Mass only Sunday 10:30 AM Mass only
 Saturday 5 PM or Sunday 10:30 AM Both Masses on same weekend

Print Your Name Legibly

Date

Address

Best Contact Telephone Number

Email Address