

## USHERS

1. Arrive early (no less than 20 minutes before Mass is scheduled to begin) on the days you are scheduled to serve. USHER badges will be located in a basket at the back of the church. Please wear a badge so parishioners and newcomers can easily identify your role as usher.
2. Find your own substitute well in advance if you can't make it.
3. Check to see whether the ushers scheduled with you have arrived. If they have not arrived by 15 minutes before Mass, please find another usher to help you.
4. Welcome everyone. Remember that you represent the parish and for newcomers, you may be the first friendly face upon arrival.
5. Wheelchairs are located in the west meeting room and the back of the church near the usher's table. Also check to see if hearing devices are set out.
6. When the church begins to get full, don't hesitate to move to the front of the church and locate open seats in the pews for those standing. Gesture to those standing in the back that a place is available where you are standing.
7. Usher people in after Mass has started.
8. If people are standing around the walls, ask if you may help them find a seat and encourage them to sit down.
9. Suggest to those standing in the gathering area to sit in the church. Be sure no one is standing by the light switch located by the furnace room door. If the lights are turned off, flip the light switch up to turn the lights on.

10. During the offertory, start the offering baskets at the front and middle pews. Also, take up collection in the cry room.
11. Pick up baskets at the end of the pews, take to the back of the church and place contents in the large handled basket.
12. If no one is present to take up the gifts to the presider, ushers are responsible to do so.
13. After communion be sure bulletins are located at each entrance. On Sundays that our parish newsletter is published please be sure that they get distributed as well.
14. After Mass, if four ushers are present, two should hand out bulletins in the gathering area and the other ushers should hand out bulletins at the southeast and southwest doors.