

Ushers

- Report to sacristy (room to the left when facing altar) 15 minutes before Mass starts
 - Before/After Mass, genuflect to the Blessed Eucharist in the tabernacle when entering, leaving or passing the altar. During the Mass, bow instead of genuflecting at these times
- Turn on lights, fans, air conditioner as required – controls are located in the sacristy
- Apply salt or shovel snow on both entrances and sidewalks as needed
 - Salt, shovels located in front vestibule or the garage
- Welcome parishioners with a warm smile and assist with seating and the elderly as needed
- During the offertory hymn, following the Prayers of the Faithful/General Intercessions, take the long-handled collection baskets located in the back of the church and walk up the center aisle together and bow.
 - Usher 1 - take collections from the left side of the center aisle
 - Usher 2 - first take collections from the annex, then bow once more at the altar and take collections from the right side of the center aisle
 - Place the collections into the common collection basket at the back of the church
- At the conclusion of the offertory hymn, take the collections along with the offertory gifts of bread and wine to the altar
 - Hand the bread and wine to the priest
 - Place the collections at the base of the altar table
 - Bow to the altar together and return to your seats
- 10:30 am / Large Mass: walk to center of main pews to start Communion line to back of church
- Second (Special) Collections (when required): Following Communion, after the Eucharist has been placed back in the tabernacle, take second collection, following instructions above
 - 2nd Collections will be stored in a separate, marked envelope from the standard collection
- Open exit doors when Mass over, hand out bulletins and assist as needed
- Move collections to secure storage or verify that money counter is sorting in the church office.
- Tidy up pews, etc., after Mass
- If you are unable to fulfill your ministry assignment, please arrange for your replacement



Thank you for service. May God bless you!