



St Bernadette Roman Catholic Parish
Letter of Instruction
For
Usher Guidelines

Effective Date: 21 January 2010
Revised 28 April 2011

~DIOCESE REQUIRES ALL MINISTERS TO ATTEND SAFE ENVIRONMENT TRAINING~

Responsibilities:

1. To assure a welcoming and hospitable environment.
2. To act as the church's "eyes" during the Mass so that the community is comfortable and free from distraction, thus allowing them to fully participate in the Mass
3. To help direct the flow of people--assisting the community with entering, exiting, or going to Communion.
4. To be responsible for documenting the Mass count.
5. To take the collection and assure that the money is placed in the safe at the end of Mass. Two Ushers, not from the same family, are required when handling money.
6. To bring Jesus' welcoming to all--even beyond the church doors.

Duties

1. Lead Usher:
 - a. Arrive ½ hour before Mass
 - b. Check with the Sacristan to see if there are any changes or special Mass requirements. Pass any special requirements to the other Ushers.
 - c. Check to see if a Greeter is present. If not, have an Usher perform Greeter duties—welcoming and handing out song sheets.
 - d. Make sure bulletins are available, but not out at the beginning of Mass. (We want the community focused on the liturgy, not looking at the bulletin during Mass.)
 - e. Make sure a count of all present is taken during the Readings.
 - 1.) Pass the count to the Sacristan, so the Sacristan will know how many hosts to send up at gift time.
 - 2.) Write the count on the Mass attendance record, so the parish can maintain a record of the attendance at each Mass.
 - f. Assign two adult Ushers to take the collection to the Sacristy after the recessional song and then to perform the duties identified in item 2.1. of this LOI.

2. All Ushers:
 - a. Arrive 30 to 15 minutes before Mass.
 - b. Report to the Lead Usher.
 - c. Be familiar with the Emergency procedures—see LOI# 2009-4 in Sacristan’s “Letter of Instructions” white binder.
 - d. Meet and greet the community as they enter the church ---taking special notice of any special requirements a member may have.
 - e. Ask any handicapped person if they would like to sit in the chapel area where there are more comfortable seats—direct/escort them to the chapel area.
 - f. Not allow anyone to enter the church and cross in front of the Procession Line during the moment of silence.
 - g. Assist the late comers in finding a seat.
 - h. Maintain situational awareness--watch for any needs that our community may have during Mass.
 - i. Take up the collection after the Prayers of the Faithful.
 - 1.) Consolidate the gifts in one large basket for the gift procession. Before consolidating the gifts in the large basket, place a tamper evident plastic bag in the bottom of the basket. Be sure to use only the serial numbered bags.
 - 2.) Assist in the gift procession if requested by the Sacristan. (Note: At the LIFETEEN Mass the Usher brings the big baskets forward.)
 - j. At Communion time assist the community in forming receiving lines. Be aware of any special Communion needs. For example, if a person needs help entering the Communion line or if the person needs Communion brought to them.
 - k. Receive Communion last—instruct/lead a Bread and Cup EM to anyone in the community that was not able to come forward for Communion.
 - l. After the recessional song at the end of Mass, two adult Ushers will take the gifts to the Sacristy, place the gifts in the tamper evident plastic bag located at the bottom of the basket, and then put the bag in the drop-in safe located in the right – hand closet of the Sacristy. (Please note that it is important for everyone concerned that TWO ADULT Ushers not from the same family do this. If you are alone, please ask the Sacristan to help. This is for the Community’s and for the Ushers’ protection.)
 - m. The Ushers not assigned to put the money in the safe will hand out the bulletins and greet the community as they leave the church.
 - n. Once everyone has left the Church, prepare the Church for the next Mass
 - 1.) Gather the song sheets.
 - 2.) Pick up/clean up anything left behind by the community.
 - 3.) Place any lost and found articles at the Sacristan table so that the member can claim them.