

Guidelines for Ushers **Updated August 8th, 2017**

Compliance: Level Two (Low Risk)

Scheduling

- Ushers will be scheduled using Ministry Scheduling Pro (MSP). You can access the schedule by going to stmarkov.org. Click on the “Stewardship” panel, then click on MSP. You may also bookmark this link: <http://www.rotundasoftware.com/ministry/>. If you are able, please check in with the Mass Coordinator to see if last minute volunteers are needed.

Prior to Mass

- Arrive 30 minutes before Mass, sign in on the sheet in the Liturgical Ministry (LM) room with the Mass Coordinator.
- Always wear your name tag. If you are new, one will be ordered for you.
- Identify pre-marked collection bag(s) for Mass in cabinet. Write two Usher names for that Mass on bag(s) who will be transferring the collection money and dropping it in the safe. These two people cannot be related, such as husband and wife or father and son.
- Select and ask two more individuals from the congregation to bring up the offertory gifts, who are properly dressed.
- Check to make sure collection baskets are in their proper positions: four in the back, two on each side.
- Assist people in finding seats: Four Ushers, minimum.
 - Two ushers in center – work back seven rows (to pillar) and direct incoming (contact with side Ushers through archways)
 - One usher each side – work sides, front ten rows and Cry Rooms
 - Handicapped seating – front right and left sides
 - Be assertive in asking people to move toward the center of each pew
 - Fill front spaces first
 - Be aware of people standing in Narthex and back overflow who may need seats
 - Once mass has started, avoid seating from the center aisle
 - Be discrete in seating people during readings so as not to disturb others, but do not make them wait

During Mass

- Mass Attendance – write amount on chart kept in LM room (Full church = 725)
- Collection – two baskets for each Usher (Side ushers do transepts and Cry Rooms)
 - Center/Side Ushers, proceed forward after the Prayers of the Faithful are concluded and begin the collection. Don't wait for the procession to begin.
 - Side ushers should assist center ushers when finished with transepts and cry rooms.
 - Mass Coordinator unlocks LM door and witnesses collection handling.

- Before Ushers begin placing cash/checks into bags, LM door must be shut and locked until this procedure is completed.
- Place collection into bags. Seal the bag. Place sealed bags into safe while another usher or MC witnesses. Witness and handler cannot be related.
- Leave collection baskets in LM room unless there is a second collection (see reverse side for second collection schedule) *In addition, the first Sunday of each month = Building Fund Sunday
- Communion – while EMEs are receiving Communion, proceed to front pews together and direct parishioners as needed for administration of Holy Communion.
- Always be observant of anyone needing medical assistance.
 - A first aid kit is in the LM room cabinet above the sink.
 - Wheelchairs are in the south confessional.
 - Water fountain by the restrooms.
 - Fire extinguishers near cry rooms and in Narthex Hallways.
 - Orange Juice in the kitchen for anyone feeling faint.

After Mass

- Ushers should tidy up the church by picking up left-behind items, returning song books to the pew racks, and putting kneelers into the upright position.
- Step in to assist passing out bulletins if there are not enough Greeters to cover all the doors, being especially mindful of the cry room exits.
- Once a majority of the congregation has exited, please make sure the doors to the church are closed.