

USHERS / GREETERS

Before Mass:

- Please arrive at least 15 minutes before Mass.
- When it's dark outside, make sure the outside lights are on. One timer is located in the foyer by the men's room door and one is behind the door in the sacristy. Please turn both on all the way.
- Dress should be neat, modest and appropriate, signifying the honor of the ministry you perform and expressing the dignity of our celebration.
- As people gather, be particularly sensitive to the needs of the elderly, the disabled or of parents with small children. **Invite people in wheelchairs to go to the front left side of the church or to the last rows where the pew is short.** Also be especially aware of people who appear to be newcomers. Greet everyone warmly. Please note the handicapped for distribution of communion.
- Invite people to be **GIFT BEARERS** for Mass. Particularly invite family members of whoever is the Mass intention. Instruct them to come to the back of the center aisle as soon as the collection starts and be ready to bring the gifts to the altar when the collection is finished. As much as possible, choose different families and individuals from week to week.
- Please stay in the back of church for a few minutes after Mass begins to assist latecomers in finding seats. Treat those who arrive late with respect and maintain a sense of hospitality.
- Assisted listening devices are located on the lower shelf of the table in the back of the church for those who have difficulty hearing. Please assist them in obtaining a device.

During Mass:

- Count attendance at each Mass and record on the attendance sheet located with the counter in the cupboard with the bank bag. Put the slip in the bank bag with the collection after the last Mass of the weekend.
- **PARTICIPATION** – Remember that you are a participant at Mass; try to participate in the prayers and songs.

- At highly attended Masses, please help people locate seats in pews that aren't completely full. Politely ask those in the pew to make room for others wishing to participate in Mass.
- **COLLECTION** – Immediately after the Prayers of the Faithful, take up the collection. Ushers come to the front of the church, **pause and make a simple BOW to the altar**, then proceed to pass the baskets. Baskets are located in the sacristy in the first closet to the right. Take them out before the first Mass and return them after the last Mass. Special (second collections) are usually done at this time. Also, gifts should be brought up after 1st collection. An usher will bring up 2nd collection.
- Ordinarily, the collection is brought to the altar with the gifts; however, at the 10 a.m. Mass you may be asked to take the collection to the money counters at the parish house during Mass.
- The collection will be taken without using the center aisle. The two people that intend to take the center collection will go down their applicable side aisle.
- **PEACE GREETING** – Extend yourself during the peace greeting. Especially seek out new or visiting people and share the greeting with them.
- **DURING COMMUNION** – Help guide the people and keep things moving smoothly. If someone needs communion brought to them, please quietly alert the priest or a communion minister as you receive communion at the end of the line and take the priest to them.
- **AS PEOPLE DEPART** – Distribute bulletins and any special materials or hand-outs. (i.e. seasonal booklets)

After Mass:

- After each Mass ushers put the collection in a bank bag and into the front-load safe in the parish house.
- Checks pews for any debris or forgotten personal items. Return missalettes & booklets to the racks and make sure the church is in good condition for the next Mass.
- After all Masses, turn off the lights and sound system. Light switches are located behind the sacristy door; sound system switch is located above

the sacristy counter near the sink with the red light indicator.

- After Mass, make sure the door located most closely to the sacristy is open for the communion ministers.
- If an assisted listening device has been used, please swab the earphone thoroughly with the alcohol wipes provided to sanitize them for the next user.
- After the last Mass of the day, please make sure ALL exit doors are closed and locked, including the hall & fire exit doors

IN CASE OF EMERGENCY OR ACCIDENT

A **"SPILL KIT"** is located in the closet between the washrooms in the entry area. All that is needed to clean up a mess is provided there.

A **FIRST AID KIT** is located in the kitchen in a marked drawer in the cupboard below the dishwasher and in the sacristy.

The **AED** is mounted on the wall between the hall and the church.

FIRE EXTINGUISHER is located in the foyer and under pulpit in the sanctuary.

