



# *Holy Spirit Parish*

## Liturgical Ministry Guidelines

# Ushers

Updated September 2017

The ministry of usher is a ministry of hospitality. People's impression of a parish is significantly shaped by the presence or absence of a welcoming atmosphere when they come to worship. Offering a smile, a word of welcome, and help in finding a place to sit can have a profound impact on people as they arrive.

The work of ushering begins even before the assembly begins to gather for worship. Good hospitality requires attention to the physical space into which people will be welcomed.

### **Before Mass:**

- **SHOW UP** – Check the schedule and MARK your calendar.
- Arrive early – at least 15 minutes before Mass.
- Make a walk through the church to make sure chairs are in their correct places, garbage or lost items are picked up and worship aids from the previous liturgy are returned to the table.
- Usher supplies are kept in the first bottom cupboard inside the sacristy. These include the collection baskets and supplies for emergency situations (see below).
- Ushers should be stationed at each side door, and seat parishioners in available seating before setting up folding chairs. (Check with Mary Margaret before pulling out extra chairs. Do not set up extra chairs in the church. Ventilation system needs to be free of chairs in order to ventilate properly.)
- Make sure that the lights in the church are on when Mass begins. (Light buttons are on the wall near the door to the confessional).
- Check that the collection baskets are out.
- Check the white board in the sacristy for information regarding special collections and duties.
- If there is a baptism:
  - 1) if it is by immersion, add a minimum of 4 large buckets (the bucket is found on the shelf in the closet with the server albs) of warm water to the baptismal font,
  - 2) all other baptisms, make sure the crystal pitcher is on the baptismal font and has warm water in it.

### **General:**

- Greet people as they enter the church.
- Watch for individuals with disabilities and help make space for them, e.g. move out a chair to make room for a wheelchair. (And return the chair after Mass.)
- Leave the doors open after Mass begins. This is needed for good ventilation in the church.
- At least one usher on each side should stay in the back of the church during Mass. Watch for situations where you may be needed. (See emergency procedures.)
- Shortly after the first reading begins, do a head count and record the results on the sheet provided in the sacristy.
- Be aware that there are hearing aid devices in the sacristy for the hearing impaired.
- Like the greeters, your role is one of hospitality. Please engage with people to help them feel welcome. Watch for anyone looking confused or lost or new. Be helpful to families with small children. Ushers are the “greeters” into the church. Your role is not just to take up the collection.
- Once Mass has begun, take a periodic walk through the narthex and atrium to make sure everything is OK. Especially be mindful of anyone loitering. During the colder months, keep an eye out to make sure coats, and their contents, are safe.
- Do not carry on conversations in the sacristy. This is disruptive to those sitting near that area.
- Ushers need to sit toward the rear of the church so you have visual contact with the whole place.

### **Children's Liturgy of the Word:**

- Before Mass, check to see if there will be Children's Liturgy of the Word. (Children's Liturgy is now taking place in the Emmaus Room (in the Office))
- After Father has finished the homily, notify the leaders that the homily is finished.

**Baptisms:**

- Remove the baptismal cover immediately after the Profession of Faith.
- Return the cover as the family takes the infant around the church for a blessing.

**Collections:**

- Move to the sacristy during the reading of the petitions/intentions. Have the baskets ready to go when the intentions are finished.
- Begin passing out the baskets only when everyone has been seated for the preparation of the gifts.
- Place the collections from each of the baskets into one basket. One usher takes the basket up to the altar and places it underneath the altar.
- After each of the liturgies, two unrelated ushers will pick up the collection from under the altar, bring it back to sacristy, and place it in the specially marked bags found in the third drawer. Each usher will sign the bag and then deposit it into the safe located in the closet in the sacristy (along side of the server albs).
- After Mass, return all the baskets into the cupboard. Do not leave them out for the next Mass.

**Communion:**

- Be ready to tell people when to start and where to go, if needed.

**Second Collection:**

- Mary Margaret will invite you to begin passing the baskets. She will announce the collection's recipients.
- After the collection has been taken, place the money in a bag marked as the second collection. Again, two unrelated ushers should help with this process and then sign the bag. Place it in the safe.
- This collection IS NOT taken to the altar.
- Do NOT mix the second collection with the first collection. Always keep them separate and marked.

**After Mass:**

- Pick up the collection that is under the altar and put it in the bags provided in the sacristy. Place all bags of money in the safe found in the closet.
- Help straighten up the church
- Pick up any worship aids on chairs or the floor. Return them to the table at the entrance.
- Place any Channel One donations into the barrel located in the corner between the narthex and the atrium. Return empty baskets to the gifts table for the next liturgy.

**Emergency Situations:**

See next sheet.

*If you are unavailable for your scheduled week, please request a sub through the  
**ONLINE WEB TERMINAL.**  
Contact [Roxane Kadrlík Chlachula](#) or [Lisa Jessen](#) in the church office with any questions.*

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**Emergency Situations:**

- Watch for situations where help may be needed. Phones are available in the Parish Office or the Commons.
- If someone gets sick and vomits, cover-up materials are found in the sacristy on the shelf under the collection baskets. Always use rubber gloves when any kind of bodily fluid is involved.
- Cleaning supplies (mop, bucket, etc.) are found in the closet between the Office and the coat racks. It's marked "janitorial supplies".
- Be aware of the "emergency cart" which has a first aid kit on it and a defibulator. Be prepared to call 911 if necessary.