

## GUIDELINES FOR USHERS at St. John's Church

### REQUIREMENTS:

- **Come a minimum of 15 minutes prior to Mass so you can assist parishioners as they arrive**
- **Please be on time – if you are not checked in with the Sacristan 10 minutes before Mass begins you will be replaced.**

### PREPARATION:

- Check in with the Sacristan and check the schedule for updates/changes for that Mass
- Pick up your name tag
- Check the Ushers table - make sure all items needed for the collection(s), Gift Bearers, Bulletins etc.
- Familiarize yourself with the Emergency/CPR/Defibrillator information

### PROCEDURES:

- **Welcome and greet people** and assist those people that need help (Please be attentive to the people arriving)
- Be available for information regarding handicap seating, low-gluten hosts, or bathrooms.
- **You are responsible for finding the Gift Bearers (Ask families with children)**
- **Watch for those with special needs** or those who wish to receive Eucharist in their places. Help them find seating on the outside end of the rows and advise them that they will raise their hand when the Eucharistic Ministers distribute Holy Communion. Tell them to remain in their place the Eucharistic Ministers will come to them.
- Let the Sacristan know about the special needs people so they do not get missed during Holy Communion
- **Assist with seating people** who can't find a place to sit. The Lead Usher and 1 or other Ushers will work as a team to seat those people who can't find a place or come late. The Lead Usher will welcome those who come late and communicate to the Ushers inside where the late comers may sit.
- **In OCTOBER - Do a count of all present** for Mass including children – Mark down this number count on the sheet provided on ushers table.
- Ushers sit in the back row by the Usher table so you can be of assistance when needed. It is less disruptive for the collections or emergencies.
- If someone asks you about Gluten Free Host (Eucharist) direct them to the Sacristan

### Take up the collection

- As you go forward for the collection - start the second basket about 1/2 way back (row 7-8) and then continue forward to the first row and start the collection. Usher watch to see that the Balcony areas are covered.
- Collect 2<sup>nd</sup> basket then wait for other Ushers.
- Consolidate all collection baskets into one for bringing up of the gifts.

### Gift Bearers

- Two Ushers carry the Collection basket and lead the procession of gifts to the altar
- Gift Bearers follow the Ushers and carry the cruets of water and wine, the two plates of hosts.
  - When you reach the altar everyone carrying the gifts bows.
  - Ushers give the Collection basket to the Priest who offers it up to God and he returns it to the Ushers.
  - Ushers leave with Collection basket to place the collection money into the drop safe (Sacristan will go with ushers to the drop safe) **Money In Vault (see instructions)**
  - Gift bearers give vessels to Priest and return to their seats

## **Money in Vault Instructions**

- After the Priest gives you the collection basket it goes to the Sacristy at St. John's.
- Both Ushers must sign the plastic collection bag/money bag and fill in your name, the date and time
- Place collections into a plastic numbered bag.
- Seal the bag with the security tape strip
- Place the bag into the Drop Safe.
- Check to insure the door on the safe is locked and the bag drops down into the bottom of the safe
- After placing the bag into the slot, open the slot again to insure that the bag has dropped to the bottom of the safe
- Sign the log sheet on the table for the collection bag.
- **Quietly** leave this area and return to the ushers area at the back of the Church

## **Communion Distribution**

- Ushers start the first rows to receive communion and are the last to receive communion
- Watch to make sure the Eucharistic Ministers get to all those with special needs or wishing to receive Holy Communion in their seats

## **End of Mass**

- Hand out bulletins to the people as they leave - standing outside the inner doors to the Sanctuary.

## **After Mass**

- Go through the Church and raise kneelers, pick up paper etc. left behind. Return books to the rack in each row

NOTE: If you are on the schedule and cannot make your obligation please find a replacement to take your place.

## **In Case of Emergencies**

- **Most important thing is to call 911 and stay on the line with 911. Make sure to give the address of the Church. (see below) Other Ushers need to be able to help if needed and keep the situation under control.**

## **What to do in an emergency, health/CPR/Defibrillator training**

- Dial 911 - use personal cell phone
- **St. John's Address - 14383 Forest Boulevard & Frenchman Road**
- Get defibrillator if needed - Defibrillator -is in the hallway outside St. Ann's Chapel

**Important to sit in the back so you will be aware in case of an emergency and to assist those needing assistance in finding a seat**

**Please do your ushering and collecting – do not visit among yourselves. Thank You**