

GUIDELINES FOR USHERS at St. Genevieve's Parish Community Center

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)
- Inside doors to the Sanctuary should be open and Outside doors are to be closed.
- Hand out song books and cards together to everyone. Ask people if they would like a book or would like to watch the screen.
- 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.
- If someone asks you about Gluten Free Host (Eucharist) direct them to the Sacristan.
- Ushers sit in the back on the chairs marked "Reserved" by the Usher table so you can be of assistance when needed. It is less disruptive for the collections or emergencies.

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 Gathering Space areas are covered.
- Collect 2nd basket then wait for all 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 plates of hosts
 - When you reach the altar everyone carrying the gifts (Collection Basket and Cruets and plates) bows.
 - Ushers give the Collection basket to the priest.
 - Priest offers the collection up to God and returns it to the Ushers.
 - Ushers leave with collection basket and 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 (The Sacristan will be at the Safe)

- After the priest gives you the collection basket it goes to the Mechanical Furnace/Music Room South of the Musicians and Choir at the Parish Community Center. 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 (located in the Mechanical Furnace/Music Room or Sacristy)
- 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 (close doors quietly) and return to return to the ushers area at the back of the congregation

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 Sanctuary doors to pass out bulletins
- Collect song books and cards as people leave (if there are more than two Ushers)

After Mass

- Go through the Sanctuary and straighten chairs, pick up papers etc, return books to the book racks

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 Parish Community Center. (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 telephone in kitchen or use personal cell phone
- **St. Gen's Address - 6995 Centerville Road & Meadow Lane**
- Get defibrillator if needed - Defibrillator -is outside of kitchen door in Gathering Space at PCC.

It is Important to sit in the back so you will be aware in case of an emergency and to assist those needing Assistance.

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

ISSUE:

Committee of volunteers to help with the visitors from Waverly Gardens that need assistance at 10:30 Mass these people arrive at 10:00 am and return to Waverly Gardens at 11:45 am.