

## USHERS AT ST. MARTIN PARISH

- ❖ Dress appropriately for ushering - do not wear shorts, t-shirts, flip-flops, tennis shoes, or work pants. Be professional, but comfortable. You are part of a team, communicate with each other.
- ❖ Be sure to be at church at least 15 minutes before Mass starts. Make sure the lights are all on and the temperature is appropriate.
- ❖ Remember you are on the "front line", therefore you will be one of the first impressions of the this ministry. Warmly welcome guests and regular attendees.
- ❖ Assist visitors to their seats. Never leave them looking for a place to sit.
- ❖ Assist special needs and elderly people to enter and leave.
- ❖ Know where the restrooms, the telephone, the fire extinguisher, and any first aid items are located.
- ❖ Provide directions to rest rooms and other facilities as may be needed.
- ❖ If you cannot make your appointed time, please call [in advance] for a substitute.
- ❖ Set out the gifts for Mass at least 5 minutes before Mass begins. NOTE: Use a *cruet* for wine for the chalice (about half full) and the usual paten with hosts (No Flagon).
- ❖ Verify who are the gift bearers before Mass, and where they are located.
- ❖ If there is to be a special or second collection, get that information in advance and plan accordingly (e.g., make sure there are enough envelopes at the ends of pews, verify which collection is for the parish, etc.). *You* should take the money basket and place it to the side of the altar; do not give it to Father.
- ❖ Properly line up and indicate when the assembly should begin to come forward for Communion.
- ❖ As people leave at the end of Mass, take up a station at an exit and hand a bulletin and a smile to each person departing.
- ❖ The Head Usher is responsible for any required Mass count, for properly sorting the collection for later counting, for making sure all lights are off *after the people are gone*, and for making sure all outside doors that should be locked are locked.