INSTRUCTIONS FOR USHER/GREETERS (Revised November 2026)

Please arrive 20-30 minutes ahead of Mass wearing your "Sunday best" clothing (no jeans, t-shirts, shorts, flip flops, etc). Put on your Name tag (found inside the Sacristy closet).

Welcome and greet the people as they enter and give them a song sheet if one is available. Personally hand out the song sheets from the stands by the church doors. There should be one usher at each set of doors. We are known for our warm and welcoming congregation. Thank you for all that you do to help facilitate this feeling.

Find someone to bring up the offertory gifts: the ushers usually will ask a family or couple of people to carry the bread and wine up to the altar at offertory time. We like to ask the family who is related to the Mass Intention for that Mass. You can find the Mass intentions in the Sacristy on bulletin board behind the door. If no one from that family is present, then you can ask anyone who may be seated close to the aisle by the gifts.

Help find seats for late comers if needed. Keep an eye on the seating inside the church, and know where there are seats available. Many late-comers tend to prefer to sit in the Gathering area. Gently invite people to come into the church, (don't try to force them). If the readings have begun, please try to wait until the reading is over before seating people.

After the readings, you may go to your seats and participate in Mass. BE ALERT AT ALL TIMES for any problems that may occur or special needs of people.

Your next job is taking up the collection. (Immediately after the Prayer Intentions) Each usher takes a section of the church. Talk to each other and determine which aisle you are going to take.
-One usher will cover the 1st and 2nd sections by the Holy Family. This usher will need 2 baskets)
-Two ushers will go up the center isle to cover the two center sections.
-One usher will cover the section in front of the choir.

Starting at the front pew…hand the basket to the people in the pew. The hand held baskets are passed from person to person in the pews. Watch carefully as the basket moves from person to person, pew to pew. Help out if people are seated several pews apart.

At the last pew, take the collected money and empty into the larger collection basket and two ushers will take the money to the safe in the Sacristy (keeping each other accountable for the handling of the money) Empty the collection into the safe and turn the handle until all of it drops to the bottom. Set empty baskets back for next Mass. Money for candles is also put into the safe.

Directing Communion Flow

Each usher will direct a section of the aisles going up to communion. Usually the same section that they did for the collection.
Approach the front of the section you are assigned to when the Priest begins to give communion to the Eucharistic Ministers.
Simply direct people as to when they can proceed to step out to go up toward the altar, and what direction they need to go. Most people will figure it out once the first pew gets started.
-One usher will cover the first and second sections by the Holy Family.
Starting with the first section and when done, followed by the second section.

-Two ushers go up the center aisle for the two center sections.
-Fourth usher takes section in front of the choir. (People exit pew on side closest to windows, not in aisle) The Choir will receive Communion before your section.
-If anyone in your section needs Communion brought to them- check to see if Father or another Eucharistic Minister is already serving in the back of the church. Point out the person who needs communion in your section to them.

End of Mass:
Immediately after communion, open the doors to the Gathering area if needed and get bulletins from the bookcase. Stand near the doors to pass them out. Say goodbye and thank them for coming.
After Mass pick up any song sheets in the pews, and check the pews for any garbage or forgotten items. Those items can be placed on the bookcase in the Gathering area. Dispose of the song sheets in the recycle can in the Sacristy and set out the song sheets for the next Mass (found on the island table in the Sacristy).
You can also place song sheets for the next Mass on the chairs for the Lector, Priests/Deacons, and Altar servers up on the Altar.

If you find that you can't come on the weekend that you are scheduled, please find a substitute from the Sub-list. Do not call the parish office on Saturday or Sunday…no one will get your message until Monday morning.

ADDITIONAL INFORMATION

If a doctor is needed – or other emergency assistance, **If ushers can handle the situation, please do so.** Call 911 if needed. If a doctor or nurse is needed, if you know of one who is present in the congregation…seek them out…or proceed to the altar and tell the Deacon or celebrant.
A Wheelchair is available if needed sitting outside the Sacristy door.
AED (Auto External Defibullator) is in the Sacristy cabinet.
Clean up kit for accidents and spills is in janitor's closet at the end of hallway.
First aid Kit is located in the Sacristy in the cabinet just inside the door.
Fire extinguishers are located west of the main doors to inner church, in the Sacristy and in the hall kitchen.

Thank you, your service is very much appreciated