

## **Usher**

**NOTE:** Sun Ushers: when there is a youth mass, one usher should be available to support the youth and both ushers will be needed to take the collection to the sacristy.

1. After the profession of faith, go to the back of the church to pick up the baskets.
2. On Saturday, after the Prayer of the Faithful, head to the front pew, bow and start passing the baskets.
3. On Sunday,
  - a. The children will be called first to make their offerings.
  - b. When they are finished, head to the front pew, bow and start passing the baskets.
  - c. Don't forget to go to the cry room.
4. After the collection, the ushers take the baskets to the sacristy.  
Note: the children's collection will stay on the altar
5. Prior to removing the collection, identify a third (3<sup>rd</sup>) person, i.e., Ministry Coordinator, Greeter, to observe the transfer of the money.
6. Place the money into the tamper resistant envelope. If there are two (2) collections, place each one in a separate envelope and note which collection it is from on the envelope
7. Seal the envelope and have each usher initial the envelope
8. Place the sealed envelope into the safe in the closet of the sacristy
9. At communion, direct the first few pews in the center aisle, there is no need to wait for all pews.
10. Move to the side aisles and direct the front pews down the aisle to go toward the back of the church and forward toward the altar using the center aisle
11. If there is a second collection, the Priest will make a statement at the beginning of the announcements which is your cue to pass the baskets again
12. Follow steps 4- 8 above then be seated.
13. After mass is finished,
  - a. Check the church for missals and place them in the cart at the front of the church.
  - b. Obtain the children's basket from the altar and take it to the Sacristy, then follow steps 4-8 above.