

## USHER

**NOTE:** Sun Ushers: when there is a youth mass, you still need to be available to place money in the safe.

Please have one usher stay by the doors for about 15 minutes after mass starts to help seat late comers.

### Before Mass

- 5 minutes prior to mass,
  - Go out the side door propping it open
  - Ring the bell 4 times for Sat mass or 9 times for Sunday mass.
  - Re-enter the church and close the door.
- Sunday only:
  - Identify 2 people to take up the offerings. Write the names on the paper by the calendar in the Sacristy
  - Place basket by front pew for children's collection.

### Baskets: Sunday only

1. When the Prayer of the Faithful begins, go to the back of the church to pick up the baskets.
2. The children will be called first to make their offerings.
3. When they are finished, head to the front pew, bow and start passing the baskets.
4. Don't forget to go to the children's chapel.
5. Place the money into the rectangular basket.
6. Take the basket to the altar with the communion gifts and place on a step below the altar.
7. If there is a second collection:
  - a. Pass the baskets right after the gifts have been presented.
  - b. Place the second collection envelopes/money into the other basket.
  - c. Take the basket and place next to the first collection basket on the altar steps.
8. Count the number of people attending mass and write the number on the calendar in the Sacristy.

### Baskets: Saturday only

1. When mass starts, take the money basket(s) out of the foyer and place it (them) at the back of the church.
2. Take the basket to the altar with the communion gifts and place on a step below the altar.
3. Count the number of people attending mass and write the number on the calendar in the Sacristy.

### Communion

1. Once the keyboardist goes up for communion on Sat or the choir on Sunday, head to the center aisle.
2. Direct the first 4 pews to enter the center aisle and make sure that the priest or deacon is not waiting to start.
3. Once the people in the first pews are in the center aisle, 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.
4. If there is anyone on your side of the church that needs communion, notify the priest or deacon.

### After Mass

1. Check the church for missals and place them in the cart in the vestibule of the church.
2. Obtain the basket(s) from the altar and take it to the Sacristy.
3. Two (2) people should place money into the designated bags.
5. Place the zippered bag(s) into the safe in the closet of the sacristy.