Usher Ministry Guidelines  
*revised: October, 2019*

**Our Values**
We are one team with one purpose.  
We express our love for Jesus Christ through service.  
We create an irresistible environment.

**Standards**
Show Up! Fulfill your role on the team! 
Be joyful! 
Be prepared! 
Be a minister and worship!

**ROLE**
To provide hospitality and welcome to all who come to worship at St. Elizabeth Ann Seton Church, especially persons with disabilities, children, parents, and visitors.

**BEFORE MASS**

1. **Arrive Early (business casual clothing):** Be at the church 30 minutes before worship begins.  
   Sign in at the table located outside the Vesting Sacristy.
2. **Doors:** Open the center section of the interior doors in the church and all doors that lead into the sanctuary. (Access the key box outside the old entrance to unlock doors, if necessary.)
3. **Lights:** Check to see that the parking lot lights are on or off, as needed for the season. There is a remote switch to the left of the fire alarm panel by the main entrance doors.
4. **Bookcases:** Move the bookcase near the Vesting Sacristy over to the main entrance to pass out *Breaking Bread* books. Please make sure to move the bookcase back just as Mass begins.
5. **Turn on TV monitors in the Gathering Space.**
6. **Ensure That the Moneybags Are on the Shelf in the Vesting Sacristy.**
7. **Baskets and Gifts:** Place the large money basket and the gifts on the gift table. If gifts are missing, check with the sacristan. Put the smaller matching money basket for the children’s collection under the ambo. Verify that collection baskets are in their proper locations. (Baskets are stored in the Tech Room just past the Reconciliation Chapel.)
8. **Check the restrooms:** Pick up any paper towels and wipe down the sink, if needed.
9. **Special Needs and Instructions:**
   a. **Hearing Assistance Devices.** The six (6) devices and check out/in sheets are in the upper cabinet to left of the sink in the Vesting Sacristy. Place these on top of the *Breaking Bread* bookcase. Following Mass, be sure the basket and clipboard are put away in the cabinet. Rechargeable batteries are kept near the sink in the Vesting Sacristy. If you notice the batteries are low, please change them and place old ones in the charger.
   b. **Gift Bearers.** Parishioners can sign up ahead of time to bring up gifts. If someone does not sign up, please locate a family or individuals (appropriately dressed) to bring up gifts. If there is a baptism or other celebration, family members and guests with the party may wish to bring up gifts. Talk with the families when they arrive; DO NOT wait until just before the processional. Often guests will need to be familiarized with the process.
   c. **Baptisms, Rites or Other Sacraments.** The sacristan and/or staff will complete the set up. You will be alerted ahead of time regarding the celebration. Special instructions will be given via email and again by someone when you arrive to serve. Please familiarize yourself with reserved areas so you can help our members and guests find their seats.
   d. **Wheelchairs.** We have wheelchairs available in the two coat closets (one near the church and one near the office). There are handicapped spaces in the back and front of the church. The cut-out sections of the pews (where some pews are shorter than others) are
another suitable space. Be sure aisles are not blocked for communion or other rites when wheelchairs should not be in the very front row.

10. Assess Seating: Ten minutes before Mass one usher goes up front to help people find seats.

AS MASS BEGINS
1. Monitor the Back of the Church: One or two ushers remain in place to assist latecomers. Seat people only during the opening song, Gloria, and responsorial psalm. You may sit with your family or in the two assigned places near the back of the church throughout the service.
2. Close the Church Doors: After children are released for Children Liturgy of the Word (CLW), please close the doors—or, if no CLW, at the time of the first reading.
3. Children Liturgy of the Word (CLW): A designated usher guides the children back after the homily. The children line up behind you and enter after the offering begins.

OFFERING
1. Passing Baskets: Open the church doors after the Prayers of the Faithful, then pass the baskets from the front row back. Help the other side when you finish, and be sure to pass a basket in the gathering space.
2. Money and Gifts: Put money in the large basket and hand it to those taking gifts to the altar. Give bread and wine to gift bearers. The order for procession with the gifts is: 1) money basket, 2) wine, and 3) bread. Direct the gift bearers to process forward to the left of the font.

DURING COMMUNION
1. Gathering Space: A center aisle usher leads parishioners seated in the gathering space first.
2. Sections: Go to the aisle and, starting with the back row, lead your section up the aisle for communion as soon as you see the Eucharistic Ministers moving to their stations. You receive first so you can usher the rest of the section unless circumstances warrant otherwise.
3. Special Needs: Alert the priest, sacristan, or Eucharistic minister if someone needs communion in the pew, handicapped sections, and/or gathering space. Ask if they desire both bread and wine. These persons are served from the front chairs back after the congregation.
4. Aisle Flow: When one side finishes communion before the other in the east or west sections, direct people to go to either line.
5. Tabernacle: The usher serving on the east side of the church opens the Reservation Chapel door for the sacristan following communion for easy access the Tabernacle.

AFTER MASS
1. Collection Sorting: TWO USHERS (from different families) TAKE THE COLLECTION TO THE VESTING SACRISTY TO BE SORTED. No one under the age of 18 is to handle money (collection baskets from the ambo, sorting, or money bags).
   a. Sort Envelopes from Cash. Unfold and stack paper money. Put sorted envelopes in bag with the stacked paper money on top, then pour change in bag. Be careful with the bags, they lock easily. (Keys to the bags are located in the Vesting Sacristy key box.) Both ushers should print and sign the yellow slip of paper, place it in the bag, and then LOCK THE BAG. It is very important to have the collection locked in the bag after sorting.
   b. Two ushers are required to take the collection bags to the office safe. Go to the back door near the Formation Center. Enter the code on the keypad to the right of the door. Use the key to open the office and store room doors. Pull down the black handle to insert the bags in the safe—one at a time (zipper side down so the bag doesn’t get caught).
2. Tidy Up: Walk through the church to see that all is in good order. Pick up trash. Return Breaking Bread books to the bookcase. Put up any kneelers that were left down.
3. Turn Off TV Monitors in the Gathering Space.
4. Check the Restrooms: Pick up any paper towels and wipe down the sink area as needed.
5. Lights and Doors: Make sure that parking lot lights are turned off when you leave the building. After the 5 p.m. and 11 a.m. Masses, please lock the doors of both entrances.