

St. Stanislaus Parish

Usher Ministry Guidelines

Usher Duties:

- Ushers arrive 30-35 minutes before Mass.
- See the suggested seating arrangement for safe distancing.
- Two ushers greet people at the door and assist them while they wait outside to be brought into the church by the usher and then seated appropriately. The other two ushers escort individuals, married couples or families individually to their seats on either side of the church, ensuring that individuals, families or couples are spaced 6 feet apart from each other. Every other row is closed for seating.
- 50 to 60 people maximum occupancy per Mass. If we reach our limit of people, please encourage them to stand outside or to attend another Mass. (If they would like to stand outdoors with safe distancing, they may do so) OR Remind them of the 9:00 am outdoor Sunday Mass at St. Mary's Visitation.
- After all are seated, leave both inside and outside doors open for the remainder of Mass unless it's over 80 degrees. Keep front and side doors open at all times for fresh air circulation.
- Offertory baskets will be inside the church. Please remind congregants to place their contributions in the basket as they enter the church. (NO OFFERTORY COLLECTION NOR GIFTS AT THIS TIME.)
- While in the vestibule of the church, ushers place the sanitary bag with the collection in a security bag during the regular offertory time, seal it, sign it and then, go outside around the church entering through the side sacristy door, and place the bag in the side sacristy safe.
- Communion will be distributed by Father and Deacon to each per person in their seat. Usher should look to see that the kneelers in the empty pews are placed in the up position so that Fr. and the Deacon will not trip over them.
- At the end of the Mass, during the closing hymn and meditation music to follow (no need to wait for the music to end), ushers will begin escorting individuals, married couples and families out of the pews) start escorting people out of the pews one row at a time starting with the back rows. Ushers should try to maintain at least 6 feet spacing between individuals, married couples and families as they exit the church. All people are asked not to congregate outside of the church after Mass. In other words, you may ask people to please return to their cars promptly or if they would like to talk use safe distancing.

General Guidelines:

- The cry room and the choir loft are closed to all at this time.
- Sign on bathrooms doors- no more than one person (or 1 parent + child(ren) from same household) is permitted in bathroom at a time. (Ushers please watch and remind them of the new bathroom rules).
- There will be no hymnals or other books in church. Parishioners may bring their own books to and from church but they cannot be left in church.
- All congregants are asked to wear masks. Those who have difficulty and those under the age of 2 are exempt. Gloves and hand sanitizer are also available at the back of church and should be used when needed.
- Parishioners may take a bulletin from the table at this time. Ushers will not hand out the bulletins at this time.
- There will be a trash can for your used masks and gloves.