

USHER DUTIES AND RESPONSIBILITIES

The following are the duties of all ushers:

If you are scheduled, please be there or find a replacement. You should have a list of all the other ushers and subs who serve the same service as you. If you are having a problem finding a substitute please let someone scheduled with you know you cannot find a sub; they may find a placement among those attending the service. If all else fails please call me.

If by chance you arrive on your scheduled date and are short of ushers please ask an attendee at that service to help. We need four ushers per mass.

The duties of an usher are fivefold:

First, please arrive 10 - 15 minutes before the mass begins, open the church doors and greet people as they arrive.

Secondly, take up the collection and take the collection basket, the hosts and the wine up to the altar.

Thirdly, guide the people up to communion.

Fourthly, hand out the bulletins after the mass ends. This requires four ushers: two at the main exist, one at each of the two western exists.

Finally, pick up the church. This means putting all the books and brochures in their correct position in the pews and picking up any items left in the pews.

Also note that the last row on the left side of the church is reserved for ushers. It is perfectly alright to ask anyone who may not have noticed the "RESERVED" sign to move. Ushers have to be free to move in and out of the seat during the mass!!! Obviously, spouses or other special guests can be allowed to sit there if there's space available.

If you have any questions about these duties please e-mail or call me (897-3322). Thanks!

Lastly, we can always use more ushers. If you know anyone who regularly attends your service, please invite them to consider becoming an usher. There are pamphlets in the Ministry Information Center just west of the gift center in the lobby. Please give one to anyone who you think might be interested. They or you may call me to add them to our list.

God bless you for the services you provide,

Bill Readdy, Coordinator of the Usher Ministry