

USHER GUIDELINES

A. Before Mass

1. Arrive at least 15 minutes before Mass begins
2. Sign your name in the book in the sacristy so sacristan will know enough ushers are present
3. If there are not 4 ushers present, please recruit someone from the congregation.
4. Check temperature of church. If appropriate, the windows should be opened.
5. When weather permits, the doors to the entrances should be propped open for easy entrance to the church. When Mass begins they should be closed.
6. Start seating people early, encourage them to sit as far up front as possible
7. As the Church fills, people will come forward when they know there are seats up front
8. One usher should be at each of the side doors, greeting and seating people. The other two ushers work together at the main entrance. One should be up front locating seats and indicating number of places to the other usher in back directing people forward.
9. Set up chairs inside the church early if there will be a big crowd. There are chairs at the side entrances that could be set up before Mass. After Mass the chairs should be taken down.

B. During Mass

1. It is important that the worshipping community see you as examples of faith. Ushers should be participating in the Mass during those times not actively engaged in usher duties.
2. Baskets will be passed for the collection. Alternate pews with ushers one each side. Begin with those seated at the side.
3. After taking up the collection bring it up front to the altar as soon as possible. It is very important that parishioners see their gifts as part of the offering at Mass.
4. If there is someone in the back of church who needs eucharist brought to them, come forward in the communion line and ask one of the eucharistic ministers with bread to go to the back. Show them where this individual(s) is seated.
5. At the end of Mass the ushers again prop open the doors so that people can leave easily; then stand by each of the doors, including the side doors, and hand out bulletins. At the end close the doors.
6. Straighten missalettes and music issues in pews in preparation for the next mass.
7. Ushers should ask someone who is sitting near one of the side doors to pass out bulletins after Mass. Young people love doing this.

C. Equipment

Be familiar with elevator, light switches and fans.

Thank you so much for volunteering your time and skills to make this family operation work and to help bring the sacraments to this parish!! Remember, we are not going back to normal: we want to move forward to BETTER than normal with gratitude and joy for all the blessings God has given us.

Peace,

Father Jacob Rouse

Guidelines for Ushers in the event of an emergency.

1. Fire: Call 911 and notify all people in the church building. Fire doors located near elevator doors on main level and in northwest doorway to church hall will come down so these exits are not available. Elevator is not available. First 10 pews should exit by sacristy, east and west side entrances. Remainder of church should exit by main east entrance. Handicapped individuals needing aid should sit down in pews. Ushers need to identify them and request help from able bodied parishioners to help these individuals exit the church. Ushers should be aware/capable of a "fire rescue 2 man carry" technique; use of wheelchair to carry individuals out; using the piano cover; or a sheet, if available in sewing closet in church hall, to carry or when obtained, an evac-chair. Location of fire extinguishers: East and West side entrance stairwells; sacristy; elevator lobby; main foyer between statues; east and west kitchens and (3rd one?) in hall. If safe to do so, ushers need to go through the church after everyone is presumed to have exited to check all areas for anyone left behind including balcony, church and hall. Also check the restrooms for individuals. Parishioners will be requested to have set up a meeting place or will be directed to a specific area should families get separated in the evacuation.

2. Cardiac event: Qualified Parishioners (CPR/AED) trained in who are in attendance can be requested to step forward if necessary. Ushers should get the AED for them, call 911, and then meet emergency responders at the door to show them where to go. Location of AED: elevator lobby next to elevator doors.

3. Tornado: Everyone should exit the body of the church and go to the church hall. First 10 pews should exit by sacristy and east side entrances. Remainder of church should exit by main east and west entrances. Elevator should be used by handicapped individuals. Ushers need to identify them and request help from able bodied parishioners to help these individuals get to the elevator quickly. An usher needs to tend the elevator and make sure it is filled to capacity at each trip to the Church Hall in order to evacuate all who need to use it as efficiently as possible. An usher should be in the lower level to direct the people and help anyone needing assistance.

4. Shelter in place: Should the people be required to stay in the church. The ushers will assist them to the church hall.

Ushers need to go through the church after everyone is presumed to have exited to check all areas for anyone left behind including balcony and church. Also check the restrooms for individuals.

Location of First Aid kits; flashlights; blankets; water:

Crisis Coordinators should be contacted for further instructions.