



# THE BASILICA OF STS. PETER AND PAUL

## Usher/Greeter Responsibilities (8/29/17)

### Before Mass:

- Each usher doing the collection should sign in on the Liturgical Minister Sign-in for the appropriate Mass time. (This form is located on a gray shelf behind the apse next to the sacristy.)
- Set out the announcement blackboard on the sidewalk in front of the church entrance. (If it is raining or looks like rain is coming, set the board in the middle of the main entry.)
- On Saturday evening and Sunday before 9am Mass: Put out cones (located in usher closet) at the Lawrence & Lawrence Building as follows: block two parking spots along the back side of the building (in its parking lot), and set 3 cones on the curb in front of the building on 8<sup>th</sup> St.
- Label the collection bag(s) for the day appropriately.
- Greet people as they arrive. Help them find their way around the church (direct to restrooms, nursery, bookstore, etc.)

### During Mass:

- Count all the people in the assembly. Count everyone, including babies and small children, clergy and servers in the sanctuary, and all those in the choir loft. *Counting should not be done before the Liturgy of the Word begins, as many people come in late and we need to get an accurate count. The recommended time for counting is the homily, from the choir loft.*
- Record the count in the ledger in the usher closet, for the appropriate day/Mass time.
- If there are fewer than four ushers present to take up the collection, recruit volunteer(s) before Mass.
- Take up the collection at the Offertory (right after the Prayer of the Faithful).
- If there is a Second Collection (which should be announced right after the Prayer of the Faithful), take it up immediately after the first.
- Place the empty collection bag(s) on top of the basket(s).
- Promptly bring up the gifts to the altar, or direct previously designated members of the congregation to do so.
- At Communion, direct the EMHC who has finished distributing Communion in the choir loft to distribute to anyone who needs to receive in the pew.
- Open center doors before the recessional.



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### After Mass:

- Bag collection(s) and seal in bag(s). Place collection in safe in sacristy.
- After 5:30 and 1:30 Masses: Remove cones from Lawrence & Lawrence parking lot and curb and return them to usher closet.
- Pick up bulletins, programs, etc., that have been left in pews after Mass, and organize them in the vestibule.
- After the 5:30 Vigil Mass, bring the blackboard inside for the night and set it in the center of the vestibule. (On Sundays, it should stay out through the Spanish Mass, weather permitting.)
- Close doors after the people have exited.

### Extra requests at major feast days or special times such as Advent, Lent, Holy Week

(which will be clarified in the special liturgy notes, given to the Usher Coordinator(s)):

- In addition to regular Sunday Masses, commit to serving when requested on holy days, as your schedule permits.
- If there are printed materials that need to be placed in the pew (such as entrance antiphon sheets or *ad orientem* flyers), set them out at each pew end.
- Pass out or direct people to printed programs, if there are any.
- Set out reserved signs before Mass as needed (for RCIA, visitor groups, or other special seating that is requested), and put away the signs after Mass. These signs are in a specially labeled drawer above the vesting table in the sacristy.
- Set up red ropes as directed to clear the way for processions. / Put red ropes back behind the St. Joseph altar after Mass.
- Turn lights on in the nave or sanctuary at certain times during the liturgy.
- Pass out and collect envelopes/pencils during stewardship appeals for the parish and the diocese. This is usually done during the homily.
- On major feast days when Communion is being distributed in the back of the church as well as the front, instruct people to receive Communion at the back of the church by starting at the back two rows and directing people to receive in front of the two back doors.