

# St. Cecilia Usher Protocol

- **Attendance**-Ushers are responsible to get a replacement if you cannot attend your scheduled Mass. Four Ushers are needed at every Mass. An Usher list can be found on the St. Cecilia web site.
- **Dress Code**-Ushers should dress appropriately for Mass. Nice shirt and slacks for ordinary Masses. Tie and suit coat is recommended for High Masses such as Easter, Christmas, etc.
- **Arrival**-Ushers should arrive at Church at least 15 minutes before Mass to assist as needed.
  - Lights turned on
  - Stage Bulletins
  - Candles Lit
  - Microphones on
  - Water, Wine, Hosts ready for Offertory
  - Assist visiting Priests as needed
  - Extra chairs set up for crowded Masses
  - Clear sidewalk snow/spread salt if needed
- **Greetings**-The Usher is usually the first person the Mass goers meets. The Usher should be dressed appropriately, greet the Mass goers in a friendly manner and give assistance where needed, especially with the elder and those with young children.
- **Personnel Assistance**-Ushers should proactively assist with doors, etc. for the elderly, people with small children, etc. Ushers should always be observing the congregation and be ready to assist anyone in need. Ushers should direct families with small children to the location of the "Cry Room".
- **Seating Assistance**-When attendance is high, the Usher should lead late comers to a pew. If needed, wait to seat the late comer until a transition to create as little disturbance as possible.
- **First Collection**-Collection baskets should be gotten and the Ushers move to the rear aisle of the section they collect during the Prayer of the Faithful. After the Prayer of the Faithful, the Ushers should walk in unison to the front, Bow or Genuflect in unison, then begin the collection. Gathering the Collection is broken into 4 sections, described facing the Alter.
  - 1-The far left section of pews and the side alter-Begin collection in the inner left aisle, then the far left aisle by the statues, then the side alter
  - 2-The inner left section of pews and the Cry Room-Begin collection in the center aisle, then the inner left aisle then the short pew rows then the cry room.
  - 3-The inner right section of pews-Begin collection in the center aisle, then the inner right aisle, then the short pew rows.
  - 4-The far right section of pews and the Choir-Begin at the inner right aisle, then the far right aisle by the statues. Empty the Choir collection into your collection basket.
- **Second Collections**-Second collections will be collected per Father's instructions, normally after communion. When collected after Communion, begin the collection after Father sits down.
- **Offertory**-The collected tithe is promptly put into the Offertory basket and given to the people taking up the Offertory. If there are only 2 people for the Offertory, the Usher should take up the collection. If no people are present for the Offertory, the Ushers will take up the Offertory also.
- **Communion**-The Ushers will move to their position as the Priest gives Communion to the Eucharistic Ministers and servers on the Alter. The sections of responsibility are the same as the collection. The Ushers for Section 1 and 4 follow the Choir up the side isles. The Ushers for Section 2 and 3 will walk up in unison and Bow or Genuflect in unison. The Ushers should make sure the lines for Communion are equal in length as Communion draws to an end. Ushers should receive Communion after the congregation in their section.
- **Closing**-Bulletins are to be handed out by the Ushers. As the closing hymn starts, open the inner back doors. Then get the bulletins. There should be one Usher staged at each outer entrance door at the back of church and at the each side entrance door.

- **After Mass**-After Mass the Ushers should make sure all doors are closed, that the Church is in order, extra chairs put away and other duties as needed by Father before they leave.
- **General**-Ushers are a very visible ministry at the Mass. All actions the Ushers do should be done in a respectful manner, pace and appearance.

## Usher List

### Saturday

Roy Attochi-----956-2335  
 Frank Brodner-----987-5303  
 Joe Buchholz-----987-3688  
 Shawn Davidson--987-3221  
 Craig Fox-----987-2116  
 Darrell Medsker---345-4114  
 Marion Misiak-----987-5857  
 Robert Morales----987-4722  
 David Shrall-----617-4768  
 Duke Thornton----688-9304  
 Jeff Vorst-----866-7432

### Sunday 8:30

Tyler Armstrong---987-5492  
 Don Cooper-----987-3569  
 Joe Dolniak-----987-7895  
 Aaron Helms-----956-4845  
 A.J. Helms-----956-4845  
 Chris Kieres-----987-4314  
 Darrell Medsker---345-4114  
 Tom Niemiec-----987-4176  
 Brandon Smith----987-8170  
 Jerome Wyrobek--987-7081

### Sunday 11:00

Tom Burke-----987-4570  
 Marion Misiak-----987-5857  
 Dom Yankauskas-996-2832