

# GUIDE FOR USHERS

2021

**Ushers at Holy Family Parish offer hospitality to parishioners and provide assistance with seating, collecting offerings, directing parishioners for Communion, and distributing materials.**

1. Six ushers will be scheduled for each Mass so that two will be distributing the missalettes while the other four assist parishioners to seating. Be at your best – smile and look pleasant. Each arrival needs to experience the feeling of belonging, a sense that it is good to be here. Ushers can be couples or individuals, including teens. Arrive early, at least 20 minutes before Mass time. Give a moment to silent, prayerful preparation for your ministry. Arrange all of those things that need to be readied, such as bulletins, baskets, and lights. For Christmas & Easter be sure extra chairs are ready.
2. Before Mass make sure you know who the gift bearers are and where they are sitting. If they have not arrived, assist the sacristan in finding a family or individuals to bring the gifts up. Direct them as to where they should come to the back of the church to get the gifts.
3. **Help people find available seats.** Two ushers should walk in the body of the church finding openings while the other ushers remain at the door to greet and direct people to the other usher. Take early arrivals to the front, being friendly and gracious. Be especially attentive to people arriving at the last minute and help them find seating.
4. Be an attentive participant during Mass through the praying, singing, and listening to the Scripture readings. Contribute to the reverent, quiet of prayer. Once Mass has begun, direct late arrivals to their seats from your station at the door. Do not move up and down the aisle to find empty seats after the Mass has begun, unless it is a special occasion such as Christmas.
5. Always move people out of the entryways and if the church is crowded have them stand along the back and side walls of the church.
6. Start the collection immediately after the people sit following the prayer of the faithful. Four ushers go up the aisles (2 center and 1 for each of the side aisles, bow, and begin the collection. Offer a basket for passing on one side and then walk down aisle as basket is passed back in case assistance is needed. Once baskets have been passed back, consolidate the money into the large basket and place it with the bread and wine. Assist the gift bearers as they prepare to carry the gifts to the altar.
7. At Communion, four ushers should assist in directing parishioners to receive Communion. During the month of October you are responsible for counting everyone at Mass. While directing parishioners for Communion begin counting from the front, including the priest, servers, babies, etc. Write the number down.
8. Once Mass has concluded, take an adequate supply of bulletins and distribute them to the people. Do not block the doors. Two ushers should assist parishioners in returning the missalettes to the book stand. Again, be friendly with people in this process. If it is warm outside, hold the doors open so that exiting can proceed more smoothly.
9. After Mass ushers will check the pews for Kleenex, papers, or other garbage and dispose of it in the can in the restroom. Collect any missalettes that are left in the pews. Collect bulletins that are left and place them back in a neat stack. Be sure that lights are off in all the restrooms and that no water is running.
10. When you are unable to usher for your assigned time, find a substitute. The schedule of ushers appears in the bulletin along with the other liturgical ministers. Know where the phone, first aid kit, and fire extinguishers are in case of emergency. The role of an usher is like being a gracious host at a joyful family reunion. Dress in your “Sunday best” and let your attire show the pride you take in this important ministry.

*Thank you for your ministry!*