



Holy Trinity Parish Usher Check List

1. Arrive 30 minutes prior to mass
2. Check in utilizing the I-Pad (this lets the priests know you are there)
3. Grab an usher badge
4. Winter Time – shovel sidewalks before mass and right before end of mass if needed
5. Placement of ushers before mass
 - a. One by where the chapel entrance meets the nave (all masses)
 - b. One just inside the nave (main church) door by the baptismal font – to be available for questions or directions (4:30pm, 7:30am, 10:00am masses)
 - c. Two in the narthex (gathering space) opening the doors for people into the nave (main church) (2 at all masses except 7:30pm, where there would only be one)
6. Assisting with seating is also something that may need to be done before mass when we are getting full.
7. As mass begins: one usher stand in the narthex or right inside of the nave and also the chapel door when mass starts to assist with seating (this may only be a 10am issue).
8. Assist with the flow of parishioners out of the pews during distribution of the Eucharist.
9. Place bulletins, which are located in the narthex office onto the two tables near the baptismal font and the ledge of the chapel entrance ramp.
10. Open doors to the nave (main church going into the gathering space) during the final blessing.
 - a. After Mass
 - b. Sanitize the pews and door handles
 - c. Collect the offertory from the three baskets and two locked offertory stands. Bag the money, ensure the date, mass time and Holy Trinity Parish are written on the bag before rubber banding and giving to the priest.
 - d. Place bulletins that are left back into the narthex office.