

Saint Rose of Lima Hospitality Ministries Formation
Usher-Specific Topics

February 4, 2018

- **Usher Web Site:** The latest schedule, contact information, usher guidelines, communion and collection flow, and outdoor mass protocols are all posted on this Web site.

<https://strose-parish.org/ushers>

The Usher Contact file on the Web site is password protected. The password is _____

- **Nametags:** If you need a new nametag please let us know.
- **Schedule Updates:** Please let Zita or Carl know of any vacancies, if the members of your team need to be updated or if your own contact information changes (phone and/or email).
- **Current Vacancies:** A vacancy exists at the 5:00 pm mass on Saturday. Please help us fill vacancies by asking anyone you feel might be a good usher to consider our ministry.
- **Lent and Triduum:** Watch for signups in the church foyer. Lots of opportunities to serve will exist.
- **First Communion and Confirmation Masses:** The First Communion and Confirmation Masses will both be on Saturday May 12th. The First Communion Mass will be at 10:00 am, and the Confirmation Mass will be at 2:00 pm. Please consider serving at these masses if you are available.
- **Baptisms:** Please make sure the congregation's view is not blocked.
- **Management of Church Side Doors:** Please post an usher near the side doors at the end of mass to avoid the loud banging noise while mass is still ongoing. Also, before leaving, please make sure the doors are not left propped open because that lets the conditioned air escape.
- **Gift Bearer Selection:** An effort should be made to avoid selecting the same people to frequently present the gifts. Selecting several individuals, instead of a family of four, is OK, as is selecting people that are not located near the sacristy.

- **Post-Mass Cleanup:** Thanks to all who make sure the church is presentable for the next mass. It only takes a couple minutes for an usher team to run through the church and place any books in their holders, and collect loose bulletins or other materials that may have been left behind. It's also important to look for purses, glasses, phones, etc. that may have been forgotten so that we can return them to their owners.
- **Attendance:** Please let your team captain know if you are unable attend a mass you are scheduled to usher at, and arrange for a substitute from the list on the usher schedule. When possible we have attempted to assign alternates to each team to make it easier to find subs.
- **Recording Mass Headcounts:** Thank you for recording the mass attendance on the usher sign-in sheet. When counting, please include those dismissed for the children's liturgy and people that remain in the foyer. It is also suggested that the counting be done during the homily since everyone is seated at that time, and the number of people entering and exiting is fairly stable for about 10 minutes.
- **Elevator Emergencies:** If the elevator in the church becomes stuck please try to find Christine Jeffrey, Remi Bauer, or Susan Joseph who have the ability to restore the elevator to normal operation.

Open Discussions

- **Latecomer Noise During Readings:** We have been asking ushers to help minimize noise caused by foot traffic by limiting latecomer entrances during readings and the responsorial psalm. This may not always be appropriate. Use judgement and discretion.
- **Missing Baskets:** Last Sunday about 20 baskets were missing. If they are not found and this problem persists it may be necessary to treat two sections as if they are only one.
- **Replacing Baskets:** We expect an opportunity to evaluate several types of baskets to replace the existing ones. We will look at:
 - Weight
 - Durability
 - Handling (potential for splinters)
- **Other issues and suggestions**