

St. Patrick Parish - Usher Ministry Norms & Guidelines
Effective: May 2021

Thank you for agreeing and for being a part of our Ministry in our Parish here at St. Patrick Parish. Your ministry contributes to the preparation and celebration of our liturgy. The responsibilities for our ushers include:

- offering a sincere welcoming to people with a smile,
- helping parishioners them find seating (ensuring but helping people to maintain a 6-foot distance between unrelated people. If this distance changes, please adjust accordingly.),
- arranging for people to present the gifts during the offertory procession,
- taking up the collection,
- and responding to any emergency situations.

Ushers should arrive at least 15 minutes prior to the start of the Mass and greet the people with whom you will be serving. Make sure you wear your identifying badges with name and ribbons so the congregation knows who you represent if in need of help. Check with the Mass coordinator for instructions or assignments if there are any on that day. After Mass, make the people feel part of our parish family so they have a Blessed experience and will want them to return.

Usher Mass Coordinator Responsibilities include :

- Ensure all usher positions are filled. If not fully staffed, recruit alternate ushers and willing parishioners to assist in the greeting, seating, and collection when a regular usher is not available.
- Follow specific instructions and set up (example: Baptism or other special occasion, reserved seating and so on.)

- Having a knowledgeable and committed lead usher assures that the Mass runs smoothly with minimal distractions.
- Recruit new parishioners to serve within the usher ministry.
- Develop a schedule for ushers for each specific Mass.

Mass Usher Responsibilities:

- Ensure all bulletin racks contain available bulletins.
- Help foster a spirit of prayer and recollection. Those who arrive early for Mass often wish to pray in silence. Please help maintain that atmosphere of prayer and reverence – striving to eliminate unnecessary noise from the narthex and hallways, which cause a distraction for those trying to pray. *Please be aware that holding a conversation in the narthex can be heard throughout the church. Please refrain from unnecessary chatter.*
- Prior to the start of Mass, ushers should be at the back and the side door to welcome and direct the people as they enter.
- A restroom is available. Please direct people to the restroom should they ask.
- Recruit a family or individuals to bring up the offertory and collection. If a special group is being honored at the Mass, try to find representatives of that group to bring up the gifts.
- Handicapped seating is designated in the front pew – Communion will be brought to them.
- Then Mass begins, the usher at the side doors returns to the narthex where, with the other ushers, they help seat those who might arrive a little late. Continue to help them find seating during the Introductory Rites, but once the readings have begun, please wait to seat them until during the Psalm or between the readings. Since you

are attending Mass as well as providing a ministry, please remember to find a place to listen to the Word of God and the homily.

- During the Offertory the ushers will take up the collection using the baskets with handles. On returning to the narthex, the collection is placed in the larger basket and carried by the chosen individuals in the offertory procession along with the gifts of bread and wine.
- At Communion, direct the assembly by inviting people to approach the altar via the side aisles. The ushers will receive Communion last, ensuring that any members of the assembly with special needs have received the Eucharist. Ushers are to return to their places until the conclusion of the Post-Communion Prayer. Do not forget that you are also a part of the community at worship.
- At the conclusion of Mass, please be present at all the exits to offer bulletins and ensure that all can exit the church safely.
- After Mass at least two ushers go together to collect donations from the basket located in the sanctuary and place in the appropriate bank-bag and close and lock the bag. Leave the bag in the sacristy and/or give it to the Priest or Deacon.
- Lost and Found: if someone leaves a phone, wallet, purse hold onto it after Mass to try to identify the owner or leave a note for the office staff.
- Over time a schedule will be developed by each Mass coordinator. If you are not able to make your scheduled time, please contact a substitute.

In Case of Fire:

- Fire and Evacuation Plan: When the Fire Alarm Sounds, Evacuate the area. (Every usher needs to know the location of the following: the fire alarm, fire extinguishers, AED unit, First Aid Kit and wheel chair.)

First Aid and Medical Emergencies:

- For Medical Emergencies, check with the Mass Coordinator which is first to respond for emergencies and see if 911 needs to be called for an ambulance or if minor medical care can be given.
- Our Church Address is:
St. Patrick's Catholic Church of York
219 South Beaver Street
York, Pa 17401
- One Usher should meet the ambulance and direct EMT's to the emergency. Other Ushers should clear the aisle, if necessary, and open doors for easy entrance and exit of medical personnel. If the situation permits, the victim may be moved to the narthex or hallway for privacy.

Any questions or concerns that should be addressed to your Mass coordinator or the overall coordinator for the usher ministry:

Anna Garofalo (717-577-0998) or email : garofaloanna64@yahoo.com