

Cathedral of St. Mary Usher Guidelines

Before Mass

- When signed up for Mass, please arrive at least 20 minutes early. Go to the sacristy, inform the priest that you are an usher and check your name off the schedule.
- If first to arrive, use the key hanging on the bulletin board in the sacristy to unlock the ushers' corner for the start of 4:00 pm, 8:00 am and 5:00 pm Mass and return it to the sacristy.
- Find your nametag in the drawer and put it on.
- Check the bulletin board for messages and/or instructions for any additional activities (e.g., second collection, Mass count, etc.).
- Once all ushers have arrived, discuss/decide who will be responsible for what areas (e.g., entrances, aisles, etc.) and what tasks (e.g., count, clean up, money handling etc.).
- At each entrance an usher should greet parishioners, offer to help them find seating, provide directions to restrooms, overflow seating, etc.
- Invite three people to bring forth the gifts (this may be a combination of single people or family members).

During Mass

- Be sure all exterior doors are securely closed when Mass begins, interior doors are all open, remain standing near the doors through the Gospel and then be seated in that area.
- Be aware of people needing access through the exterior doors throughout Mass.
- During the intercessions, prepare for collection by standing the receiving baskets against the main inside doors as well as by either column. Place the collection basket inside the Thaddeus tile.
- As intercessions end, be ready for collection with the receiving basket in hand as every usher should proceed down an aisle at the same time – 2 down center aisle and 1 down each outside aisle.
- Carry the receiving basket so the basket is in front of you and the handle is behind your arm. Once all ushers arrive at the front pews bow together and then proceed to the appropriate area (outside aisle go to the balconies and center aisle go to the side chapels). Slowly and gently move the basket within comfortable reach of the parishioners.
- After completing the balconies and side chapels, pause under either balcony until all are present to proceed simultaneously through the main body of the church. The main aisle ushers should cross in front of and collect from those sitting in the front pews as all ushers work their way to the back of the pews.
- Empty the money from each receiving basket into the collection basket and prepare the people bringing up the gifts by giving one the bowl paten, one the cruet of wine, and one the collection basket. An usher may carry the basket if a couple is chosen to present the gifts.
- Give those presenting gifts directions to stand beside each other before the altar and wait for the priest to take all the gifts, reverently bow together and then go back to their seat.
- The gifts are taken up when the priest comes to center of the aisle before the altar.
- All receiving baskets should be returned to and neatly hung up in the ushers' corner and ushers should return to their seats.
- During the Lamb of God an usher should go down each side aisle (stand on the first step to the balcony) and invite the people from the side chapel to Communion followed by those in the balcony. These two ushers should then remain by the side table by the exit/confessional door to ensure those who receive Communion consume. While the extraordinary ministers are receiving Communion, the two middle aisle ushers should move down the center aisle to the front pews, standing in the indentation of the pews and facing the opposite side. Once the line from the balcony and side chapel is clear, the usher may begin letting parishioners out of their pews by standing by the one behind.
- If there is a second collection after Communion, proceed in the same way as before. Immediately take the collection basket to the celebrant at the foot of the altar.

After Mass

- Immediately take collection basket(s) to sacristy and two ushers (not from the same family) are to place the money and signed document in appropriate red zippered bag. If needed, request help from another liturgical team member. Place the key from the money bag in the slot of the black locked box in the cupboard. The same with the 2nd collection basket when necessary.
- Once most parishioners are out, be sure all exterior doors are closed.
- Pick up and return bulletins to display racks, put up all kneelers, tidy up pews in all areas and return nametag to drawer.
- Use the key to lock the ushers' corner after 6:00 pm, 12:00 pm and 5:00 pm Mass and return it to Sacristy.

Instructions

1. All ushers need to learn/know all aspects of the usher ministry. If ever unsure and/or additional training is needed, please contact the parish office.
2. Ushers should sign up online at <https://stmarycathedral.com>, then go to Ministries → Liturgical Ministries → then pick the Mass date/time of your choice. If needed, you may call the parish office at 307-635-9261 ext. 2082 to sign up. Sign-up changes can be made through 3:00 pm on Friday the week of. If after Friday 3:00 pm, should a need arise to cancel/change your scheduled time send a message in the usher group on the parish app to connect with other ushers who can cover.
3. Be familiar with all contents of the handbook in the usher's corner as it contains details on individuals who have been a disturbance on cathedral property as well as maintenance requests forms etc. Note: Just because someone's information is in the binder does not mean they cannot attend Mass. Only if they cause a disruption should they be told to leave.
4. Keep a prayerful presence in the sanctuary and dress appropriately when serving fellow parishioners and the Lord.
5. When inviting people to bring up the gifts please choose those appropriately dressed – avoid short skirts/dresses, low cut tops, graphic t-shirts and sports jerseys.
6. The Communion procession is a prayerful time for those preparing to receive and therefore should not involve distractions such as hand shaking and verbal greetings. Meet/greet before and/or after Mass.
7. When receiving Communion inform the Priest/Communion Minister if there is a handicapped person in the back of the church who needs to receive Communion.
8. When needed, Hartmann Hall should be used for overflow seating. Know how to operate the lights, and all audio and visual equipment in the Cathedral and Hartmann Hall. During the collection the ushers who cover the side chapels should also cover Hartmann Hall. Communion is brought to the hall rather than the people going to the main body of the Cathedral.
9. At no time should the handicap ramp door be locked.
10. In the event of a medical emergency (outside resources contacted), personal injury (trip, fall) or a disturbance occurs, report it to the celebrant and complete an incident report (found in the handbook) and submit it to the parish office as soon as possible.
11. In the event of a maintenance issue that disrupts operations, contact Neill O'Donnell, Director of Operations, 307 287 3702. If the maintenance issue is minor, complete a maintenance request (found in the handbook) and attach it to the bulletin board in the ushers' corner.

Cheyenne Police Department Non-Emergency – 307 637 6500