



Holy Spirit Parish **Liturgical Ministry Guidelines**

Usher

The ministry of usher is a ministry of hospitality. Offering a smile, a word of welcome, and help in finding a place to sit can have a profound impact on people as they arrive.

The work of ushering begins even before the assembly begins to gather for worship. Good hospitality requires attention to the physical space into which people will be welcomed.

Before Mass:

- **Arrive at least 15 minutes before Mass and highlight your name on the liturgical minister sign-in sheet in the narthex.**
- Nametags are located in the first drawer as you enter the sacristy.
- Make a walk through the church to make sure chairs are in their correct places, garbage or lost items are picked up and worship aids from the previous liturgy are returned to the table.
- Collection baskets are kept in the first bottom cupboard inside the sacristy.
- Ushers should be stationed at each side door to seat parishioners in available seating before setting up folding chairs. Check with Roxane Chlachula before pulling out extra chairs. Do not set up extra chairs in the church.
- Check the white board in the sacristy for information regarding special collections and duties.

General:

- Greet people as they enter the church.
- Watch for individuals with disabilities and make space for them, e.g. move a chair to make room for a wheelchair. Return the chair after Mass.
- Leave the doors open after Mass begins. This is needed for good ventilation in the church.
- At least one usher on each side should stay in the back of the church during Mass. Watch for situations where you may be needed. (See emergency procedures below.)
- Shortly after the first reading begins, do a head count and record the number on the sheet provided in the sacristy.
- There are hearing impaired devices and instructions in the sacristy.
- Your role is one of hospitality. Please engage with people to help them feel welcome. Watch for anyone looking confused or lost or new. Be helpful to families with small children. Ushers are the “greeters” into the church.
- Once Mass has begun, take a periodic walk through the narthex and atrium to make sure everything is OK. Especially be mindful of anyone loitering. During the colder months, keep an eye out to make sure coats, and their contents are safe.
- Do not carry on conversations in the sacristy. This is disruptive to those sitting near that area.
- Ushers need to sit toward the rear of the church to have visual contact with the whole place.

Children’s Liturgy of the Word:

- Before the 10:00 Mass, check to see if there will be Children’s Liturgy of the Word. Children’s Liturgy is now taking place in the Emmaus Room in the office.
- After Father has finished the homily, notify the leaders that the homily is finished.

Baptisms:

- Remove the baptismal cover immediately after the Profession of Faith.
- Return the cover as the family takes the infant around the church for a blessing.

Collections:

- Move to the sacristy during the reading of the petitions/intentions. Have the baskets ready to go when the intentions are finished.
- Begin passing out the baskets only when everyone has been seated for the preparation of the gifts.
- Place the collections from each of the baskets into one basket. One usher takes the basket and places it underneath the altar.

- After Mass, two unrelated ushers will pick up the collection from under the altar, bring it back to the sacristy, and place it in the specially marked bags found in the third drawer. Each usher will sign the bag and then deposit it into the safe located in the closet in the sacristy behind the server albs.
- After Mass, return all the baskets to the cupboard. Do not leave them out for the next Mass.

Communion:

- Be ready to tell people when to start and where to go, if needed.

Second Collection:

- Fr. Tom will invite you to begin passing the baskets after Communion. He will announce the collection's recipients.
- After the collection has been taken, place the money in a bag marked as the second collection. Again, two unrelated ushers should help with this process and then sign the bag. Place it in the safe.
- This collection IS NOT taken to the altar.
- Do NOT mix the second collection with the first collection. Always keep them separate and marked.

After Mass:

- Pick up the collection that is under the altar and put it in the bags provided in the sacristy. Place all bags of money in the safe.
- Help straighten up the church.
- Pick up any worship aids on chairs or the floor. Return them to the table at the entrance.

Emergency Situations:

- Watch for situations where help may be needed. Phones are available in the Parish Office or the Commons.
- If someone gets sick and vomits, clean up materials are found on the grey cart in the church outside the sacristy. Always use rubber gloves when any kind of bodily fluid is involved.
- Cleaning supplies (mop, bucket, etc.) are found in the closet between the Office and the coat racks. It's marked "janitorial supplies".
- Be aware of the "emergency cart" which has a first aid kit on it and a defibulator. Be prepared to call 911 if necessary. **The address is 5455 50th Avenue NW.**

If you are unavailable for your scheduled week, please request a sub through the ONLINE WEB TERMINAL.

Contact Lisa Jessen ljessen@holyspiritrochester.org or Roxane Kadrlik Chlachula rchlachula@hspiritmn.org or the parish office at 280-0638 with any questions.

Thank you for volunteering to be an usher!