

HOLY NAME OF JESUS GUIDELINES FOR USHERS

Schedules:

1. The ministers' schedule is produced every three months and placed at the doors of the church. The full schedule is also available on the parish website at www.holynameparish.net or you can get a copy of the full schedule at the parish office. **If you cannot serve at the mass you are scheduled, it is your responsibility to find a replacement or trade with someone. *For more information on how to manage your schedule and easily find replacements digitally, see the following pages.**
2. To avoid being scheduled for weekends when you will be unavailable, please let our Director of Liturgy Jenny Mills know which weekends you will be unavailable at least three weeks before a new schedule is produced (see dates above) by calling 826-2096 ext. 307, or email jmills@holynameparish.net or mail/drop a note by the parish office to Jenny's attention.

General Responsibilities:

1. Your first responsibility is that of hosting, or facilitating the prayer service affectively. Try to create an atmosphere of welcome and an atmosphere conducive to worship.
2. Be particularly mindful of those who are guests.
3. When serving as a minister, let us think about dressing as though we are going to a banquet with a very special host and many special guests. The Eucharistic liturgy is indeed a special banquet!
4. You also share in the responsibility of keeping the worship space neat and orderly for the purpose of prayer and liturgy.
5. **Ushers will soon also have some responsibilities about safety in the church space (knowing where flashlights are, identifying those in the community with medical training who can help if there is an illness during Mass etc. There is currently a subcommittee meeting to discuss these things and ushers will be contacted as soon as we know more)**

Before Mass:

1. In order properly help host the Mass, it is important that you be in place at least 15 minutes before the scheduled beginning of Mass to get organized, and perhaps to help the greeters if they are short handed. Please sign in by initialing your name on the ministers' list (found in the notebook in the vestibule window).
2. We no longer provide a nursery during any of our masses. If parents inquire, babies are welcome to be with their parents in the pews. Parents may take babies to the vestibule during mass if they feel the need to due to crying, etc.

3. Check in about any safety details for that day (see above, especially about who may be present with a medical background). Again, there will be more information about this soon.

During Mass:

1. Be prepared to find seating for all latecomers. Big days like Easter, First Communion, Christmas and other special events are especially important times to host well. If the church is packed and no space is available in the pews, check with the Music Director to see if extra seating is available in the choir loft. Seating in the Eucharistic Chapel is also a possibility.
2. Try to avoid seating people during the prayers or readings.
3. Be a full, conscious and active participant in the liturgy yourself.
4. Receive the money offerings after the Prayers of the Faithful. You do not need to bow to the altar when approaching the front. Hand the baskets and permit the parishioners to pass them from person to person. Then put all the money in the plastic bag, seal the bag, sign the label and sheet, then put the bag in large round basket and get it ready for the procession of gifts as quickly as possible.
5. If those assigned to bring up the gifts do not show up or if there are too few of them to carry everything to the priest, one or more ushers may help carry the gifts (bread and wine) and money collection to the priest.
6. Help usher people to Communion. As the Communion song begins, 2 ushers proceed to the front of the church. Help the Eucharistic Ministers locate those who have mobility issues and need Communion brought to them in the first couple of rows. After that, usher people out into the Communion cue pew by pew. You receive at the end.

After Mass:

1. After mass, please walk through the Church to straighten the songbooks, pick up trash and return any stray bulletins to the box in the vesting sacristy and leave some by the doors. If there are envelopes for special offerings, voting ballots, prayer cards, or other items in the pews for the use of the people, please see that they are arranged neatly at the end of pews, and replenished if needed (check the priests' vesting sacristy for extras).
2. After mass, an usher should take the collection basket to the back of the church give the plastic money bag to the priest. If money comes in after the plastic bag is sealed, the bag and extra money can be put in a cloth bag and given to the priest (unused cloth bags are kept in the drawer of the wooden stand under the little refrigerator). If the priest is unavailable or if we have a guest priest, you can give the money bag to a member of the parish staff who will know what to do with it. **Do not leave the full money bag unattended!**

Thank you for sharing your time in this valuable and important ministry!!!