

USHER PROCEDURE GUIDE

We are so grateful for the sharing of your time & talent with our parish family and all those who come to Notre Dame to worship the Lord. It is through the Ushers' Ministry that we **WELCOME and ENSURE THE COMFORT AND SAFETY** of our congregants. It is a blessing to have your **LOVE, FAITH & SMILE**, as you follow the following procedures that help us accomplish this important goal in our parish.

Procedures BEFORE Mass

Head Usher	Assisting Ushers
<p>Arrive at least 30 minutes before Mass.</p> <ul style="list-style-type: none">◆ Make sure pews are in order (clear out bulletins, song sheets, tissues, etc.).◆ Make sure song sheets are out (found in the Sacristy) for 5pm Mass.◆ Make sure collection baskets are in back of the church (found in the Sacristy).◆ Get bulletins/grocery bags ready for distribution at the end of Mass.◆ Find Offertory people (preferably people who have offered Mass intentions). Cue them to bring up gifts during Apostle's Creed.◆ Advice assisting ushers of their assigned areas (refer to graphic on p. 4). Be sure there is also a greeter at the back door nearest the Choir Area.◆ Assign who will be distributing bulletins (and grocery bags for food collection). <i>Please note that children may help distribute bulletins, but are never to pass the baskets for the collection.</i>	<p>Arrive 15 minutes before Mass.</p> <ul style="list-style-type: none">◆ Help give out song sheets before Mass, <u>until EMs arrive to do so</u>. Then proceed to your designated area to assist people with seating.◆ As you guide parishioners for seating, please follow the following sequence (see page 4):<ul style="list-style-type: none">- Priority: Sections 1 through 4- Secondary Sections: 5, 6, and also the Choir area, except at the 10:30am Mass.- Overflow: Section 8 and the Chapel (last).◆ Help seat handicapped people (up front or in designated areas).◆ As Mass begins, continue assisting "late" arrivals, keeping in mind minimal disruption to the liturgical celebration. N.B.: You may seat people up to the "Gloria" but hold off during the 1st/2nd readings or the Gospel.

Reminders for all Ushers:

- ◆ Greet all parishioners with friendliness and warmth. If for any reason a parishioner gets offensive, please bring it to the priest's attention (before or after Mass).
- ◆ As you assist people who are handicapped, or any elderly person with difficulty walking, be sure to communicate with the Usher who is responsible for Area 1, where these parishioners are seated, so that at time of Communion that usher can lead EM # 4 to them, for Communion.
- ◆ Try to anticipate people's needs and questions. For example, if a person is looking for something, ask "May I help you?" Offer a glass of water to someone who is coughing; open a door for a person who is carrying a small child, or donation bags, etc.
- ◆ Close inside doors once the celebrant goes down the aisle.
- ◆ **Doughnuts' Reminder:** Doughnut trays are brought back into Mary's kitchen at 8:40am, and returned to the Gathering Space after Communion. They are once again brought into Mary's kitchen at 10:10am and brought back out into the Gathering Space after Communion.

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Procedures DURING MASS

Be an active member of the congregation. Sing, pray and listen to the sermon. Do not judge anyone coming late or leaving early.

Collection & Offertory

Head Usher: After Apostles' Creed, Head Usher cues selected people to bring up the gifts (at this same time, the collection begins).

All Ushers:

- ♦ Come up the aisles with collection baskets (*see page 4*). **Bow – don't genuflect -** and start the collection process, front pew to back:
 - Two ushers for areas 2 & 3. - One usher for area 1 & Choir. - One usher for Chapel, if needed.
 - One usher for area 4. - One usher for area 5 & 7. - Be mindful of Gathering Space
 - One usher for area 6 & 8 - One usher for area 8, if needed.
- ♦ Ushers consolidate the small offering baskets into the large square basket. In the Sacristy, Head Usher and one assisting usher empty contents of collection basket into plastic bag. Head Ushers seals it, writes in Time of Mass and signs his/her name on bag & locks it in Sacristy cabinet.

Communion

- † **N.B. Each usher takes the same area for Communion that he/she is assigned for the collection.** Go to designated areas to guide individuals to Communion, guiding from front pew to back - *see page 4*.
- † **Head Usher** cues EM Leader to minister communion to any parishioners in the first pew who are not able to walk up on their own. The Head Usher proceeds to cover **areas 2 & 3**, front pews to back.
- † One usher guides **Area 1 & Choir Area:** Choir will be given communion first, followed by area 1. Beginning with the right side of the front pew, parishioners walk up to receive from EMs 4 (plate) & then 3 (cup), returning to their seat. **N.B.: Once choir and area 1 have received Communion, usher leads EM #4 to minister Communion to those who are not able to walk up to receive Communion.**
- † One usher guides **area 4:** beginning with the left side of the front pew, parishioners walk up **to receive from EMs 6 (plate) & then 5 (cup)**, returning to their seat.
- † One usher guides **Area 5:** beginning with the right side section first (front pew to back), followed by the left side section (front pew to back). **These two sections of area 5 will walk up the main aisle, after area 3 has been given communion.**
- † One usher guides **Areas 6, towards the Tabernacle.** From the right side front pew, this area will walk up to receive communion from EM 7 (plate) and then EM 8 (cup) returning back via the side of the wall.
- † One usher for **Area 7 (Kids Kingdom), Area 8 and Chapel, if need be.** These 3 areas will be covered by the 9th EM. **First, Communion will be ministered to Area 7, followed by Area 8, and then the Chapel, if need be.** Start with the front pew, right to left, going towards the back. **Exception:** For the 10:30am Mass, Area 7 will be held back until section 6 has received at the Tabernacle. Then, Area 7 is released to Tabernacle.
- † People standing alongside the walls are to be guided to the main center aisle.

Very important: Please communicate with the parishioners in your designated area(s) to let them know when you will cue them to walk up to receive communion and which direction they will go.

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Procedures AFTER COMMUNION & End of Mass

- ◆ When the first verse of the recessional ends, open inside doors.
- ◆ Ushers go to their designated doors (this includes the door by the Choir Area), to hand out bulletins and grocery bags (during the 2nd weekend of the month), as congregation exits the worship area.
- ◆ As needed, direct people towards the Gathering Space for coffee and..., any ministry tables for information or sign-ups that may be going on, other parish activities, or the Hospitality Desk.
- ◆ Do a quick check of the entire sanctuary, picking up song sheets or other items that may have been left behind by congregants.
- ◆ Freshen up song sheets; bring sheets left at tables by the exits back to the basket by the main entrance to the worship space.
- ◆ **Important: Ushers at the 5pm Vigil Mass set the chapel for 10:30am Mass. Ushers at the 12:15pm Mass, reset the chapel for weekday Mass.**

Mention to priests any problems that may have occurred or issues that need to be addressed.

An Usher's Prayer

Lord,

*In your love you gather your people this day,
help me to serve them in a Christ-like manner,
even as your son Jesus served those who gathered about him.*

*Make me prayerful, patient, helpful and understanding,
and may I radiate the joy that faith brings as I serve their needs.*

Give me your strength to support my fellow ministers.

*May all who assemble to celebrate
our common faith in the risen savior
be glad of heart for being here
and for having encountered your son in one another,
in our priest, at the tables of the book and the bread,
and through the ministry of ushers like me.*

I ask this in Jesus' name, Amen.

-Gregory F. Smith, O. Carm

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Worship Space Areas & Flow for Communion

