

Usher's Prayer of Preparation

Heavenly Father, you sent your Son as a
model for hospitality and ministry.

May I have the courage to walk in his
ways and serve your people.

Prepare my heart to love all who come
through the door today.

Give me eyes to see their needs and
their gifts and grace to respond wisely
to each situation.

I ask this through Jesus Christ our
Lord. Amen.

MINISTRY SCHEDULER PRO INFORMATION

The Usher Ministry schedule is produced by a software program called Ministry Schedule Pro (MSP). This program was developed and is maintained by Rotunda Software. After completing Usher training you will receive an email with instructions on how to sign in and use MSP. View the tutorial video to learn how to navigate through the Web Terminal (the name designated by Rotunda Software). It is the responsibility of each Usher to log into MSP and look at the schedule for the present and upcoming months for his/her assignment. An email reminder will be sent prior to your particular assignment. It is the responsibility of each Usher to keep his/her profile updated especially the Unavailable dates /times section.

USHER MINISTRY SUBSTITUTION

Each Minister is responsible for finding his/her own substitute. To find a substitute or to trade places with another minister, you need to log in to the MSP website and request a sub or a trade. Periodically you will be notified if there are substitutes needed in the Usher ministry. You may respond if you wish to be assigned by following the instructions in the email and logging in to MSP.

GUIDELINES

1. Be dependable. If you cannot be at your scheduled Mass you must arrange for a substitute.
2. Be prompt. You cannot be effective in your Usher role by arriving at the last minute. Plan to arrive at least 15 minutes before your scheduled Mass time, and remain at least 10 minutes after Mass. Sign in and get an assigned aisle and greeting area (see attached for aisle assignments). Pick up an Usher badge after getting assignment. Remember to return the Usher badge before leaving Church.
3. Be friendly and courteous. Be friendly and courteous at all times, not just with people that you know. You can be a deciding factor in whether a first time visitor or potential returning Catholic feels welcome and comfortable at our parish. Remind any loud or running children to be quiet by motioning with your hand and saying “Be Quiet” or “Walk Please”. Please use your common sense in this matter.
4. Be helpful to everyone. You are there to help others to participate fully in the Mass. Anything you can do to further this end will be most appreciated.
5. Be proactive. Be on the lookout for latecomers and take the initiative to find a seat for them in the Church.
6. Be reverent. Everything you do contributes to a sense of reverence during Mass. Ideally it is best not to seat latecomers as the Scriptures are being proclaimed. However, if it becomes necessary to do so, a better time would be during the Responsorial Psalm, the community’s response to the proclamation of God’s Word.
7. Be efficient. Try to seat as many people as possible in the Church proper. Remind people already in the pews to share their space as efficiently as possible. Attempt to seat all members in the Church prior to seating them in the Commons area; however, be respectful of those who choose to remain in the Commons.
8. Be a participant. Participate fully in the Mass. Pray and sing out loud and listen attentively to the readings and homily.

9. Be orderly during collection and communion. Seven (7) ushers are required for collection and communion. It is possible to use fewer but is not recommended. Ask the infirm or disabled if they need assistance during communion. Some may need to be brought communion at their seating location; if so please notify the Priest, Deacon or Eucharistic minister and lead them to the individual(s). The communion procession is started by section after the Precious Blood is offered to the Deacon. A flow diagram for collection and communion is attached. The goal is to have the communion procession line in place when the Eucharistic Ministers are ready. **It is better for the Communion procession line to be waiting for the Eucharistic Ministers than the Eucharistic Ministers waiting for the Procession line.**

10. Be prepared. In the event of sickness, medical emergency or natural disaster, provide whatever assistance is appropriate, making every effort to enable Mass to continue with the least amount of disturbance, if possible. The Head Usher should designate emergency responsibilities for every Usher at Mass. Know the location of fire alarms and extinguishers, AED, Sick Kits, First Aid Kits, and wheelchairs. **Your original response is to stay in your Aisle until given instructions.**

11. Be a family member. Except for the Head Usher and one other determined by the Head Usher, all other scheduled Ushers may sit with their families or sit on the usher benches during Mass except for collection, communion, bulletin handout, and clean up after Mass. Only start passing out bulletins after the priest leaves the Church during the recessional hymn. Before Mass, check there is bulletins in the rack by the East door.

12. Be neat. Straighten up after Mass. Check to see if the pews are clean and neat. Pick up any loose paper and kneelers are in up position. Place hymnals in the racks with the spine up. Return “Mass Prayers and Responses cards” to the Welcome Table. Lost or misplaced items may be placed in the “Lost and Found” bin.

13. Second Collection. The second collection when scheduled is taken immediately after the regular collection. Donations from this collection are placed in a white collection bag and along with the green offertory bags are carried to the safe.

TASKS FOR ALL USHERS

- Each Usher is responsible for the seating, the collection, and the Communion procession in their assigned aisle.
- Each Usher must obtain an ‘Usher’ badge after signing in; must wear the badge where it is easily noticeable on their person throughout the Mass; and return badge after Mass.
- Each Usher must get their assigned aisle and greeting area from the Head Usher after signing in. Once assigned the Usher reports to their Greeting area. Do not hang around the sign-in desk.
- Each Usher checks with the Head Usher for a Second Collection
- Each Usher identifies the infirm or disable in their aisle who request assistance with Communion and notifies Usher #1 of such.
- Each Usher picks up collection basket from the Basket Cabinet during the Apostles Creed and then returns to the top of their aisle to start collection after the end of the Prayers of the Faithful. After Collection, baskets are given to Usher #2 for return to Basket Cabinet.
- Ensure at least one candle is lit in each of the four devotional candle areas.
- Take attendance. Head usher will assign Ushers for the count.
- Be sure the front doors to the Church and the four doors to the Sanctuary are closed before and during Mass unless specified otherwise.

TASKS FOR EACH USHER BY NUMBER

Usher #1 – Collection starts on left side of the aisle. Before the start of Mass, works with other Ushers identifying the infirm or disable who request assistance with Communion. After Communion is distributed to everyone in the Aisle, leads the Eucharistic Minister to those who requested assistance with Communion. Five minutes before the end of Mass, opens two outside doors to the Church. At the end of Mass, assists with cleaning and straightening up the Church.

Usher #2 – Collection starts on right side of the aisle. Collects basket from each Usher after the Collection and returns them to the Basket Cabinet. After Mass, distributes bulletins outside the glass Confessional door entrance.

Usher #3 – Collection starts on right side of the aisle. After the Prayer to St. Michael, opens the two doors on the right side in the back of the Church. After Mass, distributes bulletins on the right side in the Commons.

Usher #4 – Collection starts on left side of the aisle. After Mass, collects Hymnals from Priest and Deacon and then assists in cleaning and straightening up the Church.

Usher #5 – Collection starts on left side of the aisle. After the Prayer to St. Michael, opens the two doors on the left side in the back of the Church. After Mass, distributes bulletins on the left side in the Commons.

Usher # 6 – Collection starts on right side of the aisle. At the start of Mass locks the East side door. After completing basket collection in your aisle, do basket collection in the Commons and Cry Room. Assist in carrying Offertory bag to the safe after Collection. At the end of Mass, assist with cleaning and straightening up the Church.

Usher #7 – Collection starts on right side of the aisle. With Usher #6 carries the Offertory bag to the safe after Collection. After Mass, returns Collection Basket on the Altar to wood table on right side of center in back of the Church. Insert green Offertory bag for the next Mass into Collection basket. Assist with cleaning and straightening up the Church.

**NOTE: The Head Usher has the right to change
tasks from one Usher to another**

HEAD USHER TASKS

The name of the Head Usher is marked on the sign in sheet!

Your duties include the following:

Check the Ministry Schedule. Ten minutes before the start of Mass, check the sign-in sheet to ensure that Lectors, the Sacristan, Eucharist Ministers, Ushers, and Altar Servers have signed in. If any are missing, arrange for substitutes. Check to see which Priests and Deacons are present as this will affect the number of Eucharist Ministers required. Assign each Usher an aisle and a greeting area.

Assign Ushers to count the number of people in attendance. Write this number in the top right hand corner of the Sign-in sheet.

Arrange the Offertory Procession. The offertory gifts will be presented by a family or group of individuals selected by the Head Usher. Ushers should present the gifts if no one else is selected or scheduled. Instruct the family or individuals on when to proceed to the back of the sanctuary. This time is when the collection basket has passed them by. Instruct the participants to bow slightly toward the altar (the Priest, Deacon and Servers will be directly in front of the altar) when the Priest(s) bows to them. Try to use at least three (3) people.

Offertory Collection. Before Mass begins, find out from the Celebrant, Deacon or note in the Sign-in Book if there is a second collection.

- The number of Ushers who serve at each Mass should be at least seven (7). The offertory may be handled with fewer but is not recommended. The ushers should help with the offertory and communion. Area assignment shall be per the flow diagram located in the Ministers Sign-in Book.
- The offertory bag must be removed from the basket before the offertory procession takes place.
- Usher #7 and Usher #6 will escort the offertory bag to the safe located in the sacristy closet. Put the money bag into the drop unit located on the top of the safe (if there is an additional bag from a second collection, insert the bags, one at a time). Spin the handle on the front of the safe to drop the money bag into the safe. **VERIFY THAT THE BAG HAS BEEN DROPPED COMPLETELY INTO THE SAFE.**

- Ensure Usher #7 has returned the Collection Basket to wood table on right side of the center aisle and insert green offertory bag for next Mass into collection basket.
- Ensure all doors are maintained at their correct open or close position before, during, and after Mass.
- After Mass, ensure that 10 badges and 3 counters have all been returned to their correct location.

HEAD USHER EMERGENCY PROCEDURES

Assignments. Be sure that you are familiar with the primary and secondary exits for each section of the Church. Ensure that all of the Ushers know their assignment and what their response should be to emergency situations.

Know locations of the fire alarms, thermostat, light controls, AED (Automatic External Defibrillator), the “Sick Kit”, “First Aid Kit”, fire extinguishers, wheelchairs and “Lost and Found”.

- The Light Switch Panel is located at the back of the Church.
- The thermostat is located on the backside wall near the cry room. Adjust the lights and thermostat only when required.
- The Fire Alarm is located in the Commons on the wall near the Receptionist’s Office.
- The AED (Automatic External Defibrillator), is located in the white cabinet on the wall in the hallway between the commons and McGuire Hall. Take everything in the cabinet with you (there is a white kit that has gloves, mask, scissors etc.). The cabinet will alarm when opened and should go off when closed.
- The Sick Kit. It is located in the Bulletin Cabinet in the back of the church. There is a bucket and cloths as well as the materials to clean up vomit.
- First Aid Kit with a manual blood pressure cuff and stethoscope is kept in the Bulletin Cabinet. There is also orange juice as well as glucose tablets to use if someone has not eaten and feels that their blood sugar may be low. There are large first aid kits on the wall in both of the kitchens in McGuire Hall; they contain safety glasses and an additional face shield for CPR as well as first aid supplies and additional orange juice and glucose tablets.
- Wheelchairs are located on the right hand side entryway of the main entrance to the Church.
- Emergency Phone. If you need access to a phone, there is a red phone in the hallway between the commons and McGuire Hall on the wall across from the Pastor’s office. The phone is next to the AED. Pick up phone and dial 9-1-1.

FIRE EMERGENCY

- In the event of a fire and/or smoke immediately call 911!
- Pull one Alarm Box for confirmed fire
- Usher assigned to Aisle #2 greets the fire trucks.
- Head Usher determines if the fire is small enough to be safely extinguished with the use of fire extinguisher. Note: Fire extinguisher works for only 30-40 seconds
- If possible, isolate the fire by closing doors
- Start evacuation:
 1. Remain calm. Do not panic.
 2. Usher assigned to Aisle #1 is responsible for leading evacuation from the SW fire door exit.
 3. Usher assigned to Aisle #6 is responsible for leading evacuation from the East side door.
 4. The Celebrant and/or Deacon will handle evacuation from the back Sacristy and the center sections through the main doors of the Church.
 5. Usher assigned to Aisle #5 checks and evacuate bathrooms and nursery.
- **Extinguish fire** with portable fire extinguisher **ONLY** if:
 1. The evacuation has already begun
 2. The fire department has already been called
 3. You do not put yourself or anyone else in danger
 4. The fire is small and contained
 5. To operate a fire extinguisher – **Remember PASS**
 - A. Pull the pin
 - B. Aim at the base of the fire
 - C. Squeeze the trigger
 - D. Sweep across the fire

FIRE EMERGENCY

TOOLS

Telephone – located on the south wall directly across the hall from the Priests' offices.
Use this phone for **ALL** 911 calls

Fire Extinguishers –

One (1) located in the Commons

Wall on right side as you enter the Commons from right side front door

Four (4) located in the Church

1. Glass cabinet on west wall at the top of Aisle #5
2. Glass cabinet on west wall at the top of Aisle #2
3. Glass cabinet on south wall right before entrance to front Sacristy at bottom of Aisle #1
4. Hanging on wall on north side outside the entrance to front Sacristy at bottom of Aisle #7

Head Usher operates the fire extinguisher while Usher assigned to Aisle 3 operates a second extinguisher if necessary

Alarm Boxes –

One (1) located in the Commons

Wall on right side as you enter the Commons from right side front door

Two (2) located in Church

1. Wall next to East door entrance on top of Aisle #6
2. Wall next to the southwest exit door on top of Aisle #1

MEDICAL EMERGENCIES DURING MASS

The Head Usher will delegate the needed responsibilities to the other ushers.

- Recognize a situation exists
- Yell out “we need medical help here”
- Call 911
- Get the AED
- Get the Sick Kit
- Get the First Aid Kit
- Get a wheelchair
- Usher #2 greets the ambulance and leads them directly to the medical area
- Assist Medical Help until Ambulance Team arrives
- Clean up afterwards

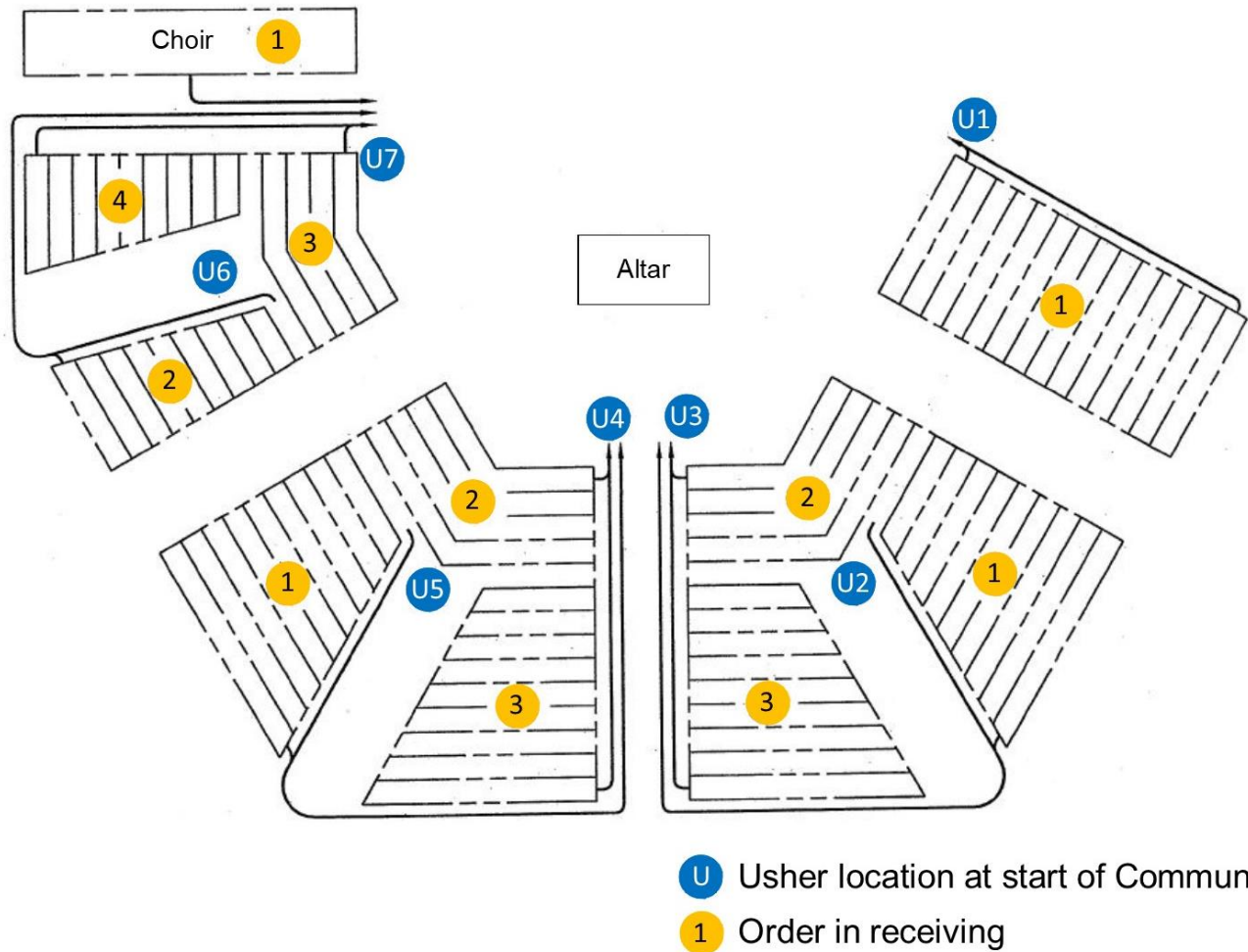
If possible, provide the victim some privacy by either holding up the sheet that is located in the Bulletin Cabinet and/or having people stand around the person with their backs to the ill person and create a wall for some privacy.

FINAL NOTES:

Request for Charity: If anyone asks for money, it is the Church's policy not to hand out cash, (as well-meaning as that might seem). Panhandling is not permitted on the premises. Gently but firmly ask them to contact the Church office on Monday morning.

Be vigilant. Always be aware of anything or anyone acting out of the ordinary. If someone is disruptive try to lead the person out of the Church and signal to another Usher to come and help. Do not put yourself at risk. If you judge the person to be dangerous, immediately call 911.

Flow diagram for Collection and Communion



Aisle Assignment:

- Aisle #1 is the right of the Church under the stained glass windows
- Aisle #2 is the small aisle on the right side
- Aisle #3 middle aisle on the right
- Aisle #4 middle aisle on the left
- Aisle #5 first small aisle to the left of the middle aisle
- Aisle #6 second small aisle left of the middle aisle.
- Aisle #7 Choir aisle