

Usher Ministry Guide Lines

I am very pleased that you have chosen to join us in this ministry. Listed below are helpful hints to help make everything run smoothly.

Ministry schedules can be found here: <http://www.churchofstlukes.com/forms.php> look for xxxxxx Mass Ministry Schedule.

****If you are unable to serve when you are scheduled, please find a replacement or notify me if you do not have a replacement.**

1. Dress appropriately – No alcohol advertisements on jackets or shirts as they are very distracting.
2. Arrive half hour early to be ready to greet the congregation as they enter the sanctuary of the church. Please keep the doors to the church closed so that parishioners can have quiet time to pray before mass. ****For special or Holiday Masses please arrive 45 minutes earlier.**
3. Whenever the church is full, please ask the parishioners to move to the middle of the pew to make room on the ends for more parishioners. Try to keep families if at all possible. If you are out of seating space, get extra chairs and put them around the back of the church.
 - For Masses where we are expecting a large crowd, there will be 4 – 6 ushers assigned (*Example: Easter, Parish Festival, Holy Week Masses, Children's Christmas Eve Mass & Christmas day*) Please have an usher at each of the locations listed to help parishioners find a seat.
****Pay close attention to available seating to determine if additional chairs are needed.**
 - Far right section of church.
 - Far left section of church.
 - Middle section of church.
 - Doors to the sanctuary of the church.
4. Assist individuals with walkers and wheelchairs. Inform them that there is an area that is designed for wheelchairs for easier access if they would like to sit there. These areas are designated by handicap signage.
5. If you see individuals that may have a difficult time going up for communion, ask them if they would like to have the precious blood and body brought back to them. If there is someone, please let the sacristans or father know where they are seated so they can distribute precious blood and body to them.
6. If parishioners should request a hearing aide, please direct them to the sound booth and they will assist them.
7. BEFORE MASS BEGINS! Find a family to bring up the gifts at the offertory (collection basket, water & body of Christ). Inform them to go to the back of the church at that time that you are taking the offertory collection to avoid any delays.
 - For **ADVENT**, please find a family to bring up the Advent candle.
8. **Please take a count of the congregation once they are seated. Do this during the readings (include the choir & altar servers). Write the count on the deposit bag of the collection. This is a requirement from the Archdiocese.**
9. For the offertory (collection) proceed to the front of the church as soon as Father concludes with the prayer after the General Intersessions.
 - ****Once a month (3rd Sunday of the month) we have a Second Collection and that will be taken during the announcements. Father will announce that there is a second collection and at that time you can proceed to the front of the church to take the collection. One of the ushers can then take the basket to the front of the church and place the basket on the altar. If there is not enough time to put the basket on the altar, then just take it up to the altar when you pick up the other basket.**

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10. At the end of Mass when Father is doing the final blessing, both ushers needs to go up the left side aisle to the front of the church to get the collection baskets. Wait for Father/Deacon and servers come down from the alter to join them. When Father and the other servants turn and leave the church one of the ushers can go up on the alter and pick up the collection basket/baskets.
 - Proceed to the back of the church to the Visiting Priests confessional where the safe is located. (Light switch is on the left side). Close the door behind you.
 - The safe is located in the cabinet at the back of the confessional.
 - The collection bags are on the shelf next to the cabinet. On the collection bag please write down the number of parishioner's who attended Mass.
 - Place the money in the back and seal it before putting it in the safe. Also, please make sure that the bag does drop down into the safe. When leaving, please open the door slowly so you do not hit anyone on your way out.
 - **There will be a separate bag for the SECOND COLLECTION. Please keep the regular and second collection separate.

11. Please check the pews for bulleting, papers, personal items or garbage left behind after each Mass. Make sure the all the kneelers are up as well.
 - Personal items left behind can be put in the lost and found basket in the gathering space, which is above the coat rack.

12. Check the restrooms and pick up any garbage on the floors and sink areas.

13. **If someone leaves Mass or someone gets sick.....**
 - If you notice that someone has left church and has been in the restroom for an excessive amount of time, please check on him/her to make sure that they are ok.
 - If someone gets sick/makes a mess, get a mop or cleaning supplies from the **Mechanical** room to clean it up. There are also rubber gloves as well to put on.
 - In the case of an emergency, call 911 from the phone that is located just outside of the glass doors by the 'Adoration Chapel'. Press line 1 or 2 and then dial 911.

Once again I would like to thank each and every one of you for being a big part of the Usher Ministry and working together. Remember that we are the Hands and Feet of GOD, so let's have fun and keep smiling as smiles are very contagious.

Thank you for all your support and cooperation & May God Bless each and every one. Amen!

Sincerely,

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