

# St. Michael Catholic Church

## Usher Guidelines

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Always arrive at the Church prepared to usher. Please dress appropriately.  
Arrive 15 minutes before Mass. Check in with your Lead Usher and determine your section.

Remember that you represent the parish at all times.  
Greet people with friendliness and warmth, but without being intrusive. Smile.

If seating gets sparse, lead people down the aisle to a row with vacant seats. One usher should stay near the Holy Water, on the lookout for new people. They may not know they can sit where signs say: 'Reserved for Handicapped'.

Gently offer assistance to anyone who appears to need it – elderly persons, persons with health issues or adults with small children. Be courteous at all times.

If you are asked a question, try your best to answer correctly or find someone who may know.

### **Receiving the Collection**

At the start of the Creed, go to the usher closet, get your basket and move to your section.  
At the end of the Prayers of the Faithful, walk down the aisle in unison with your fellow ushers. Bow to the altar and begin passing the baskets from row to row.  
Receive the collection discreetly, not taking any note of who puts in what.  
Bring your basket to the entry, combine into one basket and put your basket back in the closet.

### **At Communion**

As the priest is receiving Communion, walk down the aisle in unison and bow to the altar.  
When the bread minister and cup ministers are back in place, then start the first row.  
Help keep order during Communion. Then receive last in your section.

On the Second weekend of each month a second collection is received for St. Vincent de Paul.  
Start moving down the aisle when the priest puts the ciborium to the Tabernacle and sits down.

### **After Mass**

If you are asked to hand out bulletins, go and get ready during the announcement time.  
As soon as most people are gone, all ushers go through their section, picking up litter or any personal items accidentally left behind, without disturbing those still praying.  
Put all song books in the slots.

If there are envelopes, cards or forms at the ends of the pews, then locate the strays and straighten them all up so as to be ready for the next Mass.

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On occasion, ushers are asked to distribute pencils to people in the pews who do not have one. At these liturgies, get a handful of small pencils before mass and bring them to your seat. Then when the speaker asks the ushers to come forward with pencils, go up your aisle and give one to each person who raises their hand.

Be alert for emergencies:

Assist anyone appearing ill and notify the Sacristan if an Aid Car may be needed.

If someone appears to be stealing or creating a threatening situation, then do what you reasonably can to deal with it.

Remain open to new ideas and keep looking for ways to perform your ministry more graciously and effectively.

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