

## USHER/GREETER DUTIES

Thank you for agreeing to serve your parish in this role. As a minister of HOSPITALITY you are the face of St. Alphonsus Church to everyone entering for Mass. The coordinator for the usher Ministry is Gordon Hall. Gordon can be reached at [Gordon.hall93@yahoo.com](mailto:Gordon.hall93@yahoo.com) or you can contact the worship office at 317-873-2885 ext. 310 or [worshipcoordinator@zionsvillecatholic.com](mailto:worshipcoordinator@zionsvillecatholic.com).

### GENERAL

- A coat and tie or dress shirt and dress slacks is expected for men and appropriate attire for women.
- Arrive for Mass at least 15 minutes early and sign in on the sheet in the Reception Room. If you have a schedule conflict it is your responsibility to find a substitute.
- Usher identification tags are available on the counter in the Reception Room.
- Coordinate with the sacristan for any special instructions, i.e. second collection, special handouts.
- There are chairs in the back of the Nave reserved for the ushers of the mass. During Mass you may stand or utilize one of these chairs. ALL ushers are to remain in the nave during mass and are to participate throughout.
- If anyone becomes ill in church, assist them as needed. There is a clean up kit, containing paper towels, disposable gloves and absorbent clay in the closet between the bathrooms. Brooms and dust pans are also located in the same closet. This door is generally locked you will have to get a key from the sacristan.
- Periodically scan the parking lot for security purposes.
- For and Lost and Found items, there is a blue tub under the bench in the hallway outside of the restrooms.

### EMERGENCY PROCEDURES

Familiarize yourself with the location and use of the telephone, fire extinguishers, alarm, first aid kit, AED device and registration forms for new church members.

- **Telephone**: located in the main sacristy and you may get an outside line by first pressing 9 and then your number.
- **Fire Extinguishers**:  
just inside the Reception Room, on the South wall, to your right  
just inside the Day Chapel, in the South wall, to your left  
next to the metal double exit doors on the East side of the Nave, on the wall by the Reconciliation Room  
in the sanctuary behind the Presiders Chair.
- **First Aid Kits**: One Large one in the main sacristy on the top shelf of the vestments closet, and a smaller one in the drawers of the Reception Room.
- **AED**: South wall outside of bathrooms.
- **Winter Weather**: please, help make the entries less treacherous for everyone. Watch for icy patches near the front and side entrances and sprinkle these with the ice melt found just inside the main doors.

## **BEFORE MASS**

An important aspect of your role is **Hospitality**. Be friendly and extend a warm greeting to people as they enter the church. There should be an usher stationed at each of the entrances to the nave. Please distribute worship aids or missalettes prior to Mass.

- **GET GIFT BEARERS.** Communicate amongst yourselves as you arrive to decide who will be in charge of inviting a family, a group etc to be Gift Bearers for that mass. It is the usher's responsibility to find the gift bearers. Please let the sacristan know who the family is.
- For the more heavily attended masses, please assist those attending to find seating. It is acceptable to go to the Prayer Announcer stand or ask the Cantor to do so and request that people scoot to the middle of the pews to make ample room.
- If any non-ambulatory persons attend Mass, assist as much as possible. There are several areas in both the front and the back of church spacious enough for wheelchairs.
- Be sure to welcome strangers.

## **DURING MASS**

- Close the doors leading into the Nave right after the entrance procession. The doors between the Narthex and the vestibule area should be closed when the LITURGY OF THE WORD begins. **PLEASE DO NOT SEAT ANYONE DURING THE SCRIPTURE READINGS** (only if necessary, they may be quietly seated near the back).
- Again, it is necessary for you to participate in the mass **as fully** as possible. Unless there is an emergency, all ushers should be kneeling during those times of the mass where kneeling is called for.
- During the Homily count the number of people in the church. Include everyone except the Priest, the Deacon and the organist. Write the number down on the sign in sheet that is in the Reception Room.
- If the presiding Priest **is not** the one who gives the homily he will exit the sanctuary after he finishes the homily. One of the ushers who sits on the west side should open the door for the priest as he leaves the sanctuary.

## **COLLECTION**

- You should have three or four ushers to do the collection. If there are four, two will do the center aisle and one on each of the side aisles. At the larger masses, Christmas, Easter, 1<sup>st</sup> Communion, etc. we will ask for more than four ushers. If you have more than four, additional ushers can help with the side aisles of the back of the sanctuary.
- The collection baskets are kept under the reserved usher chairs. Please check prior to mass that they are in place.
- **DURING THE CREED**, all ushers should be ready with their baskets in hand.
- When the INTERCESSORY PRAYER **BEGINS** all ushers should reverently and quietly walk to the **4<sup>th</sup> pew** from the front of the center aisle while appropriately responding to the prayers.
- **Immediately following** the intercessory prayers, the ushers should approach the sanctuary steps to form a line and bow together.
- The ushers at either end should go to the respective side aisles (not the diagonal carpeted aisles), while the usher(s) in the middle will turn to the center aisle.
- The usher(s) in the middle will hand one basket to the first and third rows and continue their progress from there. The side ushers should hand one basket to the first and third rows of the side/center aisles and one basket to the outer most section.
- The first usher to complete the passing of the basket should deposit into the large basket to be part of the procession and instruct the cross bearer to proceed to the altar. The remaining portion of the collection should be put in bags or given to the sacristan. There is no need to rush back to place

the collection in the basket going to the altar, the sacristan will take any remaining collection to the sacristy.

- 2<sup>nd</sup> Collections:
  - On the occasion we have a 2<sup>nd</sup> collection, it will occur AFTER the gift bearers have given the eucharistic gifts to Father. Once the gift bearers have cleared the center aisle, ushers should go forward to the altar, bow and proceed with the 2<sup>nd</sup> collection.
  - The second collection will be placed in one of the collection bags by the sacristan.
- Liturgy of the Word with Children:
  - The children will leave prior to the first reading. Make sure someone holds open the east single door as the children leave. NOTE make sure you count the children as they leave since they will not be there during the pew count.
  - The collection will be in process as the children are coming back from Liturgy of the Word with Children.

### **PROCESSION OF GIFTS**

- If needed, assist in carrying all or part of the gifts up in the procession.

### **COMMUNION**

- After the Sign of Peace one of the usher serving on the west side should quickly go to the Blessed Sacrament Chapel to open the gates for the MC or priest who is getting the hosts out of the Tabernacle. Genuflect as you approach the Chapel. Tend the gate while the individual is going in and make sure the gate is shut after they leave.
- As the Extraordinary Ministers go up to the altar, ushers should proceed to the front of their respective aisles. As the Extraordinary Ministers move to their positions ushers should have the front row stand up and have them ready to process for communion.
- Release **ALL** aisles (Center & Side aisles) in a **double line** (side by side) formation even if there is only one Extraordinary Minister handing out communion.
- If non-ambulatory persons attend Mass, notify the priest or nearest **Extraordinary Minister** to distribute **the body of Christ only** to them at their seats **as early as possible**. If the accompanist(s) are Catholic they will need to receive Communion at their instruments so a reminder to the Extraordinary Minister would be helpful. NOTE the Precious Blood is not to be taken from the altar to give to a person who does not go up for communion.
- After communion the usher tending the Blessed Sacrament Chapel gates should return and open the gates as the Hosts are returned to the Tabernacle and close them as they leave. Remember to genuflect as you approach the Chapel.

### **AFTER MASS**

- As the recessional song begins, open all doors from the nave to the narthex. NOTE the west single door requires a door stop to stay open.
- The congregation should **not** leave through the side doors of the sanctuary until after the priest is in the narthex. If you notice this is a problem at the mass you usher please station yourself near the doors and point people to the narthex when necessary
- Three ushers should distribute bulletins. Place yourselves at each of the 3 exit door areas from the narthex.
- **Collect the Sunday's Word books, replace hymnals to their holders and see that the seating area is neat and free of trash.**
- Place any found items in the lost and found box.
- Return your usher pin to the drawer.
- Close the doors to the sanctuary as you leave church.

