

**Directions**

- Arrive at least 15 minutes before Mass begins. Please check all church entrances to be sure lights are working, the sidewalk is clear of snow or ice, and for any obstacles that may be in the way of the entrances. (Shovels & salt are in the church and Gathering Space entrances.)
- All ushers are to wear an usher name tag to identify your special role during worship
- Make sure you know where the usher baskets are. If there is going to be a second collection, make sure have extra to put the money from the first collection into.
- As people enter the worship space, greet them; shake their hands if you wish. If they need assistance in any way, please offer it to them. The elderly and those with small children may need help with the elevator, stairways or simply getting into a pew. Please be sure that the front/back pews for the disabled are available to those who need them.
- Direct people to pews when the church is real full and if needed setup folding chairs and direct people to these.
- The bells should be rung 5 minutes before mass.
- Find gift bearers (unless 4 ushers will do it themselves like in Vermillion) to take up the gifts at offertory; at least 1 for water/wine and 1 for bread.
- **At least** one usher should remain standing in the rear during start of the Mass, in case of emergencies, intruders, and late arrivals needing to be seated.
- Discourage people from seating themselves during the proclamation of Scripture. They can be seated during the singing of the psalm or when the Gospel alleluia is being sung.
- After the start, they should be in the back and can sit but still keep an eye on things as people may need help.
- When you come forward to collect the monetary offering, do not genuflect. Simply stop, bow to the altar and start at the front of the church and proceed to the back.
- Make sure the gift bearers, if there are to people other than ushers, are ready so that as soon as the collection is finished, you can process to the altar after them.
- (New Trier – since only two ushers, they should have the gift bearers go up when the ushers have started the collection and are about half way up the outside of the pews. )
- After each collection, **all** ushers participate in merging all offerings into single basket and at least one should bring it forward and place it in front of the altar.
- During communion procession, please assist people as they leave the pews, both from the center and the side seating areas. Do not shake hands with people as they come out of the pews, unless they offer their hand to you. Alert minister for communion to disabled.
- Second collections take place immediately after communion has been completed and after the priest puts Our Lord back in the tabernacle. (People can sit at this time.) Take up second collection and then **all** ushers merge offerings into a single basket and two ushers bring it forward and place in front of the altar next to the other basket.
- Pass out bulletins at all church door entrances as people leave, wishing them a good day!
- Take a quick glance through the worship space and help keep the worship space clean.
- There should be money counters so make sure the baskets are in their hands, there should be two of them who take the money to be counted.
- (For Hampton - There should be a deposit person who will get the lector to help them take the money and put it in a sealed bag and sign off on it.)