

St. Francis of Assisi Usher Ministry

6/18

Being an usher is an important ministry. As an usher you are one of the most visible faces of our parish. If you are an usher or considering becoming one, the following information is a helpful guide to the duties and responsibilities of the position.

Usher Responsibilities

- Dress code is business casual for men and women. For higher profile masses, sport coats for men and comparable attire for women are recommended but not required.
- Sign in with mass coordinator 25 minutes before mass time. Put your name tag on.
- Once signed in you are representing SFA. Please smile and be welcoming to all!
- Ushers at 4:30 mass place offering baskets at the base of the first and fourth poles. Baskets are found on the top shelf in the south coat closet. Return the baskets to the same areas after collection. 11:15 mass ushers return the baskets to the coat closet.
- Work with your fellow ushers to agree on a section in which to serve. Typically, it is first come first serve. Each section has an assigned seat for ushers to sit.
- Greet worshippers as they arrive. Be friendly and welcoming, watching for those that may need a little help.
- Wheelchairs are in the north coat closet for those needing assistance.
- Suggested wheelchair seating is the aisle seat of the two main seating areas in the center of the church. Wheelchairs can be placed against the wall of the baptismal font. Use the back wall for those that cannot leave their wheelchairs.
- Keep doors to the worship area open until mass begins. If the rosary is being said or any other service is being performed inside, keep the doors closed and open and close them for parishioners until the service is finished or 10 minutes before mass begins.
- Constantly keep an eye on open areas in your section to help seat parishioners. Make every effort to get everyone into the worship area and seated in the pews, or last resort the chairs along the back wall. Politely ask parishioners to make room for others and in fairness to those waiting for seating, ask parishioners to release any seats being held at 5 minutes before mass begins.
- If the mass has an overflow crowd and depending on how busy you are seating parishioners, keep an eye out to help bring in chairs from the St. Claire Room or the back of the parish hall if necessary. Please help return the chairs after mass if possible.
- After prayer offering, pass out baskets:
 - Count six pews from the back and drop off your first basket.
 - Deliver basket to the front row.
 - Pick up the baskets.
 - When the back row of seats is full, you may need to start a basket down the row or walk along and collect on your way to the back of the church
- Place offering in large baskets on center table and provide to family that will bring up the gifts. The large basket is also found in the south coat closet and should be placed on the table prior to mass beginning.

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- As soon as the chalices and plates are delivered to the Eucharist Ministers, come to front and wait to release parishioners while ministers move into place. Release the first few rows before returning to your seat.
- Watch for those that cannot make it to communion. Bring Eucharistic minister to them.
- Front two ushers will take large basket into sacristy to put into envelope specifically identified for each mass. Two ushers are required for this procedure. Once all money is placed in the envelope, seal by removing paper ribbon. Both ushers sign the sealed envelope prior to placing it in the secured slot.
- Put large basket back on center table or on shelf if last mass of the weekend.
- After the Liturgy is over, open the doors and walk through your section picking up bulletins/debris left behind. Use the trash receptacle near the mass coordinator station.
- Place name tag back in file container

Special Situations:

- During tornadoes or high wind storms, direct everyone to the hallways outside the parish hall along both the north and south walls. Mass coordinator should unlock hall doors if bad weather is expected. Priest has the key.
- Calmly and quickly evacuate everyone from the worship area during a fire using all exits. Be familiar with all exits. Assist anyone needing help. Fire extinguishers and alarms are in the front and back of the church on the north and south walls as well as next to the bathrooms in the hallways along the north and south walls outside the parish hall.
- A defibrillator is available in the SE corner of the gathering space for medical emergencies. Directions are provided and is very easy to use. If necessary, ask for medical assistance from parishioners.
- First Aid Kits are located at the Mass Coordinator counter and in the back sacristy. They will include CPR Instructions and mouth guards.
- Should someone vomit, containers of Super-Sorb are in the cupboard at the Mass Coordinator counter. Immediately pour it on the vomit. You shouldn't need a mop as it will absorb it to both minimize the odor and can then be swept up after mass. Brooms can be found in the kitchen.

Age Requirements/Special Needs Opportunities:

- The minimum age to be an usher at St. Francis is 16 after training and approval from the Usher Coordinator and Liturgy Committee.
- Those at the age of 14 & 15 may work with a parent or adult if approved by the Usher Coordinator and Liturgy Committee. The adult is responsible for all usher duties.
- For those bringing the offering to the sacristy to be placed in the envelopes, we require that one usher be 18 or older and the other usher be at least 16 years of age.
- SFA welcomes those with special needs to be ushers. All ushers require training and approval by the Usher Coordinator and Liturgy Committee.