

# Usher Duties

St Francis of Assisi Catholic Church

## Duties:

- Arrive 15 minutes before mass time, sign in with mass coordinator, put on name tag.
- Utilize reserve seating markers if saving seats for your family.
- Keep doors into worship area closed until ~10 minutes before mass begins.
- Put out offering baskets in designated areas.
- Greet worshipers as they come into the worship area.
- During the busy masses, make every effort to get everyone into the worship area. If necessary, ask folks to move to center and seat people in the front.
- Each usher has an assigned seat for their section.
- After prayer offering, pass out baskets as follows:
  - Front rows get basket
  - Count to the seventh row and hand out other baskets
  - Watch for people seating along wall and provide basket as needed
- Place offerings in large baskets and provide to family that will bring up gifts.
- Before distribution of Eucharist, come to front and wait for ministers to begin.
- Front two ushers will take large basket into sacristy to put into envelopes (marked for your mass). Once all money is placed in envelopes, seal by removing paper ribbon.
- Put large basket under table or on shelf.
- After mass, pick up bulletins and other stuff in pews and shelves. Place reserve markers back by mass coordinator.
- Place name tag back in file container.

## Emergencies:

- During tornados or high wind storms, gather everyone in hallways outside parish hall.
- Evacuate everyone from worship area during fire. Use all exits from front and back of worship area.
- A defibrillator is available in the parish hall for medical emergency. Directions are provided and is very easy to use.