

USHER MINISTRY
Policies and Procedures
St. Elizabeth Ann Seton Church, Hiawatha
(Revised –May 2017)

Values and Standards of Ministry at St. Elizabeth Ann Seton Parish

Values:

We are one team with one purpose.
We express our love for Jesus Christ through service.
We create an irresistible environment.

Standards:

Show Up, fulfill your role on the team!
Be joyful!
Be prepared!
Be a minister and worship!

Purpose of Usher Ministry

To provide hospitality and welcome to all who come to worship at St. Elizabeth Ann Seton Church. This welcome is found both in friendliness toward others, and in careful attention to details that enable a prayerful liturgy. Ushers must be especially attentive to the needs of those who come to worship, whether these are persons with disabilities, children, parents, or visitors to our parish.

Our Usher Ministry welcomes men and women to serve. Confirmed youth may participate, which typically occurs their sophomore year in high school. Unconfirmed children can assist their parent with passing out the Breaking Bread Books.

DRESS CODE

Business casual. We prefer no shorts or t-shirts with advertising on them.

BEFORE MASS

1. Arrive 30 minutes early.
2. Register on the sign-in sheet at the table located outside the Vesting Sacristy.
3. Review the “To-do” list. This is a helpful reminder to ensure all tasks are taken care of before and after Mass.

SPECIAL NEEDS AND INSTRUCTIONS

1. Hearing Assistance Devices: We have six (6) devices. The devices and check out/in sheet are located in the upper cabinet, left of the sink in the Vesting Sacristy. Place these on top of the Breaking Bread book rack. Following Mass, be sure the basket and clipboard are put away in the cabinet. Rechargeable batteries are kept near the sink in the Vesting Sacristy. If you notice the batteries need changed, please do so and place on the charger to recharge.
2. Gift Bearers: Parishioners can sign-up ahead of time to bring up gifts. If someone does not sign up, it is the Ushers’ responsibility to locate a family or individuals to bring up gifts. Be sure when asking that individuals are dressed appropriately. If there is a Baptism or other celebration, family members and guests with the party may wish to

bring up gifts. Touch base with the families when they arrive. DO NOT wait until just before the processional. Many times the families/friends are guests who need to be familiarized with the process and timing.

3. Baptisms, Rites or other Sacraments: For these occasions, the Sacristan and/or staff will complete the set up. You will be alerted ahead of time regarding the celebration. Special instructions will be given via email and again by someone when you arrive to serve. Please familiarize yourself with reserved areas so you can best help our members and guests.
4. Wheelchairs: We have wheelchairs available in the two coat closets (one near the church and one near the office). There are handicapped spaces in the back and front of the church. Another suitable spot is in the cut out sections of the pews (where some pews are shorter than others). Be sure aisles are not blocked for Holy Communion. As noted above, there may be times we have Sacraments or Rites where we can't have wheelchairs placed in the very front row (i.e. Confirmation when the sections are reserved and we have a larger group of individuals).

ONCE MASS BEGINS

1. Ten minutes before Mass, one to two ushers should go to the front of the church to assess seating needs and help those coming in to find a seat. You have a different view of what is available from the front versus the back of church.
2. One to two ushers remain in the back of the church to greet and seat those who are coming in once Mass has started. You may seat people only during the opening song, Gloria, and responsorial psalm.
3. Close the church doors after children are released for Children Liturgy of the Word (CLW). If no CLW, please close the doors at the time of the first reading.
4. When there is CLW, a designated usher should lead the children back after the homily. Wave at the CLW Leader and then wait while children line up behind you to walk back. The children are to remain in the gathering space until the collection begins. Please keep the church doors closed until after our Prayers of the Faithful.
5. Ideally two ushers should remain in the back of the church. You may sit with your family or sit in the two assigned places near the back to assist latecomers in finding a seat.

COLLECTION

1. After the Prayers of the Faithful, go to the front passing baskets from the front rows to the back rows. If your side is finished first, go to other side and help.
2. Be sure to pass a basket in the gathering space.
5. Put money in large basket; hand the large basket to those taking gifts to the altar. Give bread and wine to gift bearers. The order for procession with the gifts is as follows: 1) money basket, 2) wine, and 3) bread. Direct the gift bearers to process forward to the left around the baptismal font.

DURING COMMUNION

1. A center aisle usher should lead in the parishioners seated in the gathering space first.

2. Go to the aisle and lead your section up the aisle for communion when you see the Eucharistic Ministers start moving to their stations (starting with the back row first). You should receive first and then go back to usher the rest of the section. Be in place and ready to receive before the Priest or Eucharistic Minister gets to his or her place for distribution.
3. Make sure the Priest or Eucharistic Minister distributes communion to anyone unable to proceed forward (persons with disabilities). Ask the parishioners if they would like communion and if they would like both bread and wine. Make sure to alert the Sacristan or Eucharistic Minister if someone needs communion brought to them in the pew/handicapped sections/gathering space. Make eye contact with the Eucharistic Ministers to get their attention, and have them come to the person wishing to receive. The front chairs will be served first with other persons unable to proceed forward being served after the full congregation.
4. When one side of an aisle finishes communion before the other in the east or west sections, direct people to go to either line.
5. The usher serving on the east side of the church should open the door to the Reservation Chapel for the sacristan, if it is not already open. Do this following communion so they can easily access the Tabernacle.

AFTER MASS-COLLECTION SORTING

IMPORTANT: TWO USHERS TAKE COLLECTION TO THE VESTING SACRISTY TO BE SORTED. Anyone under the age of 18 are *NOT* to handle money (retrieving collection baskets from the ambo, sorting, or money bags). Ushers sorting money must be from different families.

1. Sort envelopes from cash. Unfold and stack paper money. Put sorted envelopes in bag with the stacked paper money on top, then pour change in bag. Be careful with the bags, they lock easily. If the bag you are to use is already locked, keys to the bags are located in the Vesting Sacristy key box. Both ushers should **print and sign** the yellow slip of paper, place it in the bag, and then LOCK THE BAG. **It is very important to have the collection locked in the bag after sorting.**
2. Collection bags should be taken to the safe located in the office area. **Two ushers are required to take the collection bags to the safe.** Go to the back door of the office near the Formation Center. There is a keypad to the right of the door. On the keypad enter the code. Use the key to open the office door and store room on the right. The safe is on the right inside this room. Pull down the black handle to insert bags, one at a time. Roll the bag a little to make it fit and put the zipper side facing down so the bag doesn't get caught.

TO DO LIST

BEFORE MASS

1. Open all doors that lead into the sanctuary. Open the center section of interior doors where parishioners enter the church building.
2. The Sacristan is responsible for unlocking both entrance doors. If they are not unlocked when you arrive, use the key in the key box outside the old entrance to unlock the doors. Check to see that this has been done.
3. See that the parking lot lights are on or off, as needed for the season. There is a remote switch to the left of the fire alarm panel by the main entrance doors.
4. Move the book case near the Vesting Sacristy over to the main entrance to pass out Breaking Bread books. Please make sure to move the book case back just as Mass begins.
5. Turn on TV monitors in the gathering space.
6. Ensure the moneybags are on the shelf in the vesting sacristy.
7. Make sure the large money basket and the gifts are on the gift table. Put the smaller matching money basket for the children's collection under the ambo. Baskets are stored in the Tech Room (just past the Reconciliation Chapel). If gifts are missing, check with a Sacristan on their location. Verify that the collection baskets are set out in their proper locations for mass.
8. Check the restrooms. Pick up any paper towels laying on the floor. Wipe down the sink area if this is needed.

AFTER MASS

1. Walk through the church to see that all is in good order. Pick up trash that was left behind. Return any remaining Breaking Bread books to the book case. Put up any kneelers that were left down.
2. Turn off TV monitors in the gathering space.
3. Check the restrooms. Pick up any paper towels laying on the floor. Wipe down the sink area if this is needed.
4. Make sure that parking lot lights are turned off when you leave the building. **After the 5pm and 11am Masses, please make sure the doors of both entrances are locked.**