

USHER PROCEDURES

BEFORE MASS

- Dress appropriately for service at the Lord's altar **(No jeans, etc.)**
- If you prop open outside doors before Mass, then close them before Mass begins. **Inside doors can no longer be propped open.**
- One usher should check with priest for any special instructions
- Prepare offertory basket and leave offertory table in **rear of church**
- NOTHING is placed on offertory table but the bread and wine
- Seat people in main body of church. Choir loft is for music ministers only. Please close loft doors if open
- Do no seat folks after first reading but take a seat with assembly or with your family
- Assist people as needed

ENTIRE PROCESSION

Silence in the back of church while procession gathers, especially during opening announcements. Do not allow people to follow procession to take a seat until Presider is past center of middle aisle. Do not usher after 1st reading. Have the entrances stacked with bulletins for the end of Mass.

OFFERTORY

Please do not talk during the Offertory Collection. The offertory procession normally includes the bread, wine and the collection basket so at least three people are needed. Please take up the collection **SLOWLY**. An usher should not accompany the procession unless a third person is needed. **If there is a 2nd collection, please have 3 people take up bread, wine and 1st collection. When the 1st collection is presented to priest, immediately start collecting 2nd collection. Sacristan will meet usher in sacristy to receive 2nd collection bag.**

CONCLUSION OF MASS

Be sure to help pass out bulletins at every door. If you prop open outside doors it is your responsibility to see that they are closed. Inside doors should not be propped open. Be sure to close all doors before you leave. **Please straighten up pews and vestibules and return Offertory basket to rear of church. Please close ALL OUTSIDE DOORS before leaving.**