

GUIDELINES FOR USHER

Christ Our Redeemer Catholic Church

This ministry consists of welcoming and helping to seat those who come to attend Mass, distribute/collect missalettes, take up the collection, lead the faithful to communion, pass out bulletins, and help prepare the church for the next Mass. An Usher is the first person worshipers come in contact with, they should greet the people with a smile and make everyone feel welcome. The purpose of these guidelines is to establish the standards to which ushers perform their duties in a competent manner, exercising common sense and professionalism. Ushering is a volunteer's way to assist at Christ our Redeemer. However, once you are an usher, certain responsibilities come with it.

Qualifications:

- Have been Confirmed in the Catholic Church
- Per Pastors discretion
- Successful Completion of Usher Training

Duties:

- ◆ Ushers are assigned via the Ministry Scheduling Program (MSP), enter your availability / non-availability during the middle of the month for the following two months. Deadline dates for schedule inputs is the middle of the following months:
 - September for October-November
 - November for December-January
 - January for February-March
 - March for April-May
 - May for June-July
 - July for August-September
- ◆ Ushers are listed on the MSP alphabetically. The Mass Captain will designate the assignments 1-3 or 1-4 as applicable, rotating positional opportunities to help familiarize all Ushers with all positions. References to usher number for your placement are used in this document. The first usher on the list is the Mass Leader, who is responsible to the Pastor for all Usher Activities at that Mass. There will be four ushers at the 10:30 Mass, and three ushers at the 5:30 and 7:30 Masses. They are referred to as ushers Two, Three, and Four, at the 10:30 Mass or, Three and Four at the 5:30 and 7:30 Masses. The Mass Leader is the final arbitrator on position assignments
- ◆ Holy Days Ushers will be scheduled by the Ministry Scheduling Program. Responsibilities apply to Holy Day Masses as for Sunday Mass.
- ◆ If you cannot keep a scheduled ushering date, it is your responsibility to get a substitute. Utilize the "REQUEST A SUB" function on the MSP, which generates a notification to all available, that a replacement is needed.
- ◆ If there is a shortage of ushers when you arrive at church, volunteer to usher.
- ◆ If you are scheduled and there is a shortage of ushers, recruit a trained usher as they arrive at church.

Wear your badge. If you forget your badge, use one of the generic badges from the left hand drawer in sacristy. Leave the generic badges in the basket after church.

For some Masses, like Christmas, five to six ushers are scheduled. The fifth and sixth ushers are there to help find seating, assist with the collections etc., per direction of the Mass Leader (Usher 1). For any Mass when the church fills up, one of the ushers in the Narthex should help find seats for parishioners.

Before Mass

Ushers should:

- ◆ Arrive 30 minutes before Mass
- ◆ Go to the Brides' Room and initial the COR Ministry Schedule, and then sign your name to the Diocese Ministry Sign-In Sheet.
- ◆ Usher 1, the Mass Leader, should gather the specific Mass money bag from the Sacristy and place in the back of the church by baskets. Ushers 1 and 2, who must be over 18, and not related, will both sign the security bag.
- ◆ Usher 1 is located in the area just inside the main entrance to greet parishioners. Usher 1 asks a family or group of two, or more

people to bring the gifts to the altar at offertory. Make note of the seating location of the family and inform the other Ushers to facilitate the Offertory process. Try to get more parishioners involved by asking someone you don't know. Don't let a "NO" discourage you from asking someone you don't know. Monitor the door leading to the handicap parking. Three of the doors are power activated by pushing the "handicap" button.

- ◆ Usher 2 opens the sanctuary doors upon arrival of the parishioners. To avoid the noise in the Narthex spilling into the sanctuary, don't hold the doors open.
- ◆ Usher 3, place a reserved sign on the left rear pew for usher seating if desired.
- ◆ Usher 3 and 4 are in the sanctuary to hand out missalettes and greet parishioners.
- ◆ Keep the inner and outer doors closed. This will help keep the noise level in the church to a minimum, and save on the heating/cooling bills.
- ◆ Usher 3 and 4, make sure the eight offertory baskets are in the vestibule.
- ◆ An Usher must remain physically present in the rear of the church at all times, either standing vicinity the Baptismal Fount, or sitting in the rear pew, in order to provide situational awareness and assistance as may be required

Handicap Seating

Wheelchair spaces are located in front of the four notches of the church in front of the first pew and vicinity of the Cry Room (see Figure 1,). Chairs from the Cry Room may be added per position, so a family member can sit with them. Wheel chairs occupied or unoccupied are not allowed in the aisles, Ushers can help seat the parishioner and move the wheel chair to the rear of the church. When handicap parishioners sit in the rear of the Sanctuary, ask them if they wish to have communion brought to them.

Ushers, if needed, give up seats to:

1. Handicap-Elderly-Pregnant

Honor all refusals. Note where handicapped or any parishioner who cannot get to communion, ask if they wish to have the Eucharist and wine brought to them, and let the Eucharistic Minister normally to the left of the altar know where to go.

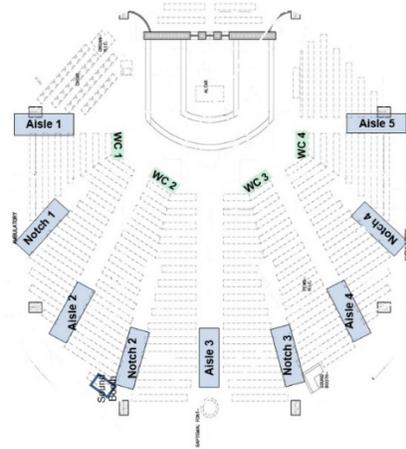


Figure 1

Offertory

There are eight baskets. See Figure 1 for details. These guidelines are particularly important for the 10:30 Mass. For the other Masses with only three ushers, adjust as needed.

- ◆ Go to the Baptismal Fount, at the beginning of the Profession of Faith, collect the requisite number of baskets and move to the back of aisles Two and Four.
- ◆ Father will call for the children to bring forward their gifts for the needy, allow children some time to bring their gifts and return to their seats. Don't wait for all to return but enough to avoid congestion in the aisles. All ushers should be at the back of their aisle and then move forward together.
- ◆ Ushers 1 & 2 go to aisles two, ushers 3 & 4 to aisle four and five with two baskets each. Start a basket in the front pew. Then move to your notch, one, two, three and four to start the second basket in the section as dictated by the initial basket flow.

- ◆ Usher 1 avoid the choir.
- ◆ Ushers 3 or 4, pass a basket in the Quiet Room.
- ◆ All ushers, make sure that baskets go through all pews, and that all baskets are picked up, and emptied into the large basket.
- ◆ Make sure the selected family, or group, moves to the back of the church, when the ushers move forward.
- ◆ In order to expedite the Offertory process, the first usher back prepares the family to go forward, even if the collection process is ongoing.
- ◆ Remove the cloth covering the wine and/or hosts, and hand to the group. Provide brief instructions for the procedure:
- ◆ If the family selected has only 2 people than Ushers 3 or 4, take the collection to the altar ahead of the wine and host. The usher steps to the right, and all wait until the deacon blesses the group. Then go to the rear of the church. The two ushers who signed the bag, *over 18*, and not related, then place the money into the security bag provided for each Mass, seal it, and place it in the safe in the sacristy. *The bags are to be sealed at the end, not folded in half and then sealed. This hinders with the bankers ability to open the bag at the opposite end.* The bags are located in the drawer on the left side of the counter, and the safe is below that drawer in the sacristy. Remember to bring the bulletins for that Mass to the sanctuary.

Communion

After the EMOHC ministers have received their Eucharist bowls, each usher proceeds to the head of their aisle. Ushers 1 and 2 at aisle 2 and Ushers 3 and 4 at aisle 4 and 5 to begin the communion flow. Next, proceed to the notch area and direct the flow across the notch, as required

- ◆ Usher 1 keeps the people in the left pew from going to Communion until the EMOHC finishes with the choir.
- ◆ Usher 2 lets the people to your right go to Communion. Then proceed to notch two to keep the traffic orderly, as required
- ◆ Usher 4 allows those to your right to go to Communion, and restrain those to your left from going to Communion. Once all to your right have received Communion, the EMOHC will move to Aisle 4, go to notch 4, as required
- ◆ Usher 3, allow the people to your left to go to Communion. Once the EMOHC arrives at aisle 4, start the people to your right to go to Communion, then proceed to notch 3, as required
- ◆ Once in the notches, guide people to cross the notches to go to Communion.

After Mass

Ushers 1 and 2, prop doors open for the recessional.

- ◆ Parishioners will bring missals back to the book racks. Ushers 3 and 4 help place missals in the book racks.
- ◆ Ushers 1 and 2 will hand out bulletins in the Narthex.
- ◆ Make sure all exit doors remain closed.

Special Situations

Baptism

When told do so by the priest or the Deacon, Ushers 1 and 2 close the sanctuary doors and politely ask parishioners to wait until the ceremony is complete.

Ushers 3 and 4 will move the missalette carts if needed to allow room for the participants.

Children's Mass

Usually conducted monthly and at the 10:30 Mass only. Generally 2 (third and fourth grade) children are assigned as "Junior Ushers". They will come and introduce themselves to ushers wearing name tags, when they arrive. They are restricted in what they are allowed to do. They can hand-out and collect Missalettes, but must remain in the Sanctuary, they are not allowed out in the Narthex (distribute Bulletins etc.). If available, allow them to wear the generic "Usher" Badges. Their parents are asked to sit in the rear of the church to allow easy rendezvous'. The children and their families are to be the first choice in bringing up the Offertory Gifts with children carrying the large collection basket, parents the wine and hosts. At the conclusion of the mass, Ushers are to assist the children in re-connecting with their parents.

Funerals

When Ushers are requested, duties and responsibilities are similar to that of any mass. Coordinate with Father for any special instructions (communion etc.). Be mindful attendees may include non-Catholics who may not be familiar with the Funeral Mass. Be prepared to handout cards, assist with seating etc. No Offertory collection is taken.

Emergency

If possible, ask, or assist, person to an out of the way area.

- ◆ Call 911 from the phone in the sacristy. (Simply punch one of the lines at the top of the phone). Let the dispatcher know that you are calling from Christ Our Redeemer Catholic Church, 1038 White Point Road, Niceville, Florida.
- ◆ There are several fire alarm boxes and fire extinguishers in the church
 - In case of a fire or structural emergency, there is a fire alarm box at each of the three exits in the Narthex, and a fire extinguisher in hallway outside bathrooms.
 - Ushers assist parishioners to move rapidly and orderly to the appropriate exit to include the Chapel area
- ◆ First aid kits are located in the Family Bathroom on the wall vicinity the sink, and in the Sacristy vicinity the washer/dryer.
- ◆ There is no solicitation or pan-handling allowed on church property without the permission of the Pastor, ask those involved to leave and call 911

If someone behaves in a threatening way while Mass is going on approach Father from Mary's Statue Niche side, and tell him.

- ◆ Call 911 and tell them, "We have a combative person making threats at Christ Our Redeemer, 1038 White Point Road, Niceville, Florida, next to the North Bay Fire Department."
- ◆ Do not try to reason with the person. Do not prevent the person from leaving. If the person leaves, get a description and make of the car. If possible, get the registration plate.

In all situations when in doubt "Common Sense" prevails

Usher Coordinator

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Mass Captains

5:30 Mass-Pat Willoz



897-2822

patwilloz@aol.com

7:30 Mass-John Furey

897-8203

jjfurey@cox.net

10:30 Mass-Rick Spitznagel



897-4290

spitzra@cox.net