



LITURGICAL MINISTRY PROCEDURES

USHER

UPDATED: 10/24/2023

ALL MINISTERS

OLGC is delighted to offer opportunities for parishioners to participate in the liturgy. Serving as a liturgical minister is a unique opportunity for individual parishioners to deepen their spirituality by taking part in the celebration of the Mass. It is also a great help to our priests and all who worship at our parish to have the liturgy celebrated smoothly and reverently.

Check-in

- **Ministry Scheduler Pro (MSP):** This app is used to schedule and manage all ministers for Mass. An email will be sent to you at intervals throughout the year to let you know when you are scheduled. You can indicate your availability and/or blackout dates on the site. You can also request a substitute on the site when needed.
- **Reminders:** MSP will send you a reminder two (2) days before your assignment. Your device's¹ calendar will also send you a reminder the day of your assignment.
- **iPad:** There is an iPad located the Narthex near the double entry doors. When you arrive at church, locate your name on the iPad and "check in" so that the Sacristan will know you have arrived and ready to serve.
- **Frequently asked Questions:**
 - Q:** Can I check in from home?
A: Yes, you can check in up to 12 hours before Mass begins.
 - Q:** What if I can't make my assigned Mass and time?
A: Request a sub **as soon as you know** you will need one. You can request a sub up until 10 minutes before Mass begins on the MSP app.
 - Q:** What if I arrive late for Mass?
A: If you have not checked in and arrive after the bells have rung assume a substitute has been arranged. Check the iPad which should reflect the name change.

¹ MSP can download your schedule to your device's calendar (google calendar or iCal/Outlook). This is done by logging into the MSP website, My Schedule tab.

Attire

There is an expectation that you come to Mass ready to serve and properly dressed for ministry. Your appearance should be appropriate, reflecting the role you are undertaking. Common practice is professional business attire. Please make sure no clothing is too short, too revealing or too casual. Examples of acceptable attire includes: slacks, dresses/skirts resting not more than 2" above the knee and covered shoulders. Inappropriate clothing would include: spaghetti strap dresses and tops, t-shirts with wording, flip flops, campaign buttons, etc. Liturgical ministers may be called upon to serve even though they have not been previously assigned so it is good practice to be dressed appropriately whenever you attend Mass.

Before Mass

Ushers (Arrival: 25 minutes prior to the start of Mass)

- Check-in on iPad
 - It is important that everyone who volunteers at Mass has checked in. Additional ministers wishing to volunteer are asked to check in with the Sacristan and will be assigned as needed.
- Put on an Usher badge located in the Ministers' Room.
- Ushers are assigned positions (ABCD) in MSP.
- Usher A asks a couple or family to bring up the gifts.
- Usher C is responsible for any emergencies or issues that arise (see Special Situations highlighted block).
- Greet and welcome all parishioners into the Church in one of the following ways:
 - Open the outside doors and welcome parishioners as they enter,
 - Assist parishioners in finding a seat,
 - Assist the elderly in getting seated and storing their wheelchairs and walkers, or
 - Stand at the entrance of the church and distribute Orders of Service.
- Please do not stand around any huddle in groups, be welcoming and inviting.
- Direct gluten-intolerant recipients to sit in section B1.
- The first pew of Sections C1 & C2 is reserved for individuals with disabilities.
- When the bells ring 5 minutes before Mass begins, join other ministers, servers, and priest in the Narthex to recite the Gathering Prayer.

The Introductory Rights

- For late comers arriving after the procession has begun, ask parishioners to patiently wait in place until the priest has reached the Sanctuary before finding a seat. As a sign of reverence, once Mass has started, please refrain from seating parishioners during any prayers, readings, gospel, or the homily. You may point out to families where to sit, but do not take them to their seats as this is distracting to the assembly.

- Invite anyone standing in the back of the Church or in the Narthex to take a seat. For safety reasons, everyone should be seated unless they are in the Narthex tending to a fussy child.

The Liturgy of the Eucharist

Ushers

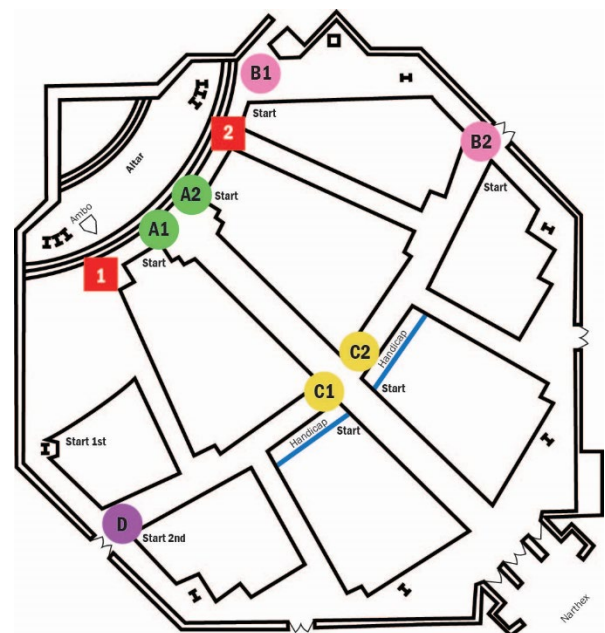
- Usher A meets the gift bearers at the gifts table and instructs them to wait until the Cross Bearer arrives. The gift procession begins once the Cross Bearer arrives at the gifts table and the Priest has stepped down from the Altar.
- At the end of the Prayer of the Faithful, Ushers proceed to the front of their assigned sections. Using the baskets or the sticks, Ushers move side to side passing the basket from pew to pew. Ushers are encouraged to distribute baskets from the side aisles rather than the middle to avoid interfering with the offertory procession.
- If there is a second collection, you may begin the 2nd collection immediately after the first collection. It is recommended that you wait until the first basket (green one) has proceeded 1.5 rows before starting the second basket (black one).
- Once your section is completed, bring your basket to the Ministers' Room where Ushers B and D are responsible for bagging the collection, dropping it in the safe, and signing the control sheet.

Communion Rite

Ushers

Once the Sacristan is in place, Ushers take their assigned, respective places ready to direct the communicants to the nearest station.

- Handicapped rows will receive Communion **first** from EMHC "C".
- Middle sections (A & C) begin from the 1st rows closest to the EMHC on both sides.
- Side sections (B & D) begin from the row in the 1st section marked "start" working towards EMHC, and then proceed to the 2nd section working towards the row marked "end" (see diagram).
- Once all in the section have received, the Usher is last to receive.
- Special note – In some instances, a parishioner may ask for Communion to be administered to them at their seat. The Usher will direct the EMHC to the individual **after** everyone in their section has received communion.



After Mass

Ushers

- Open and prop doors closest to your section.
- Make sure the Orders of Service are collected and neatly stacked in the baskets in the Narthex.
- Go to the exit door of your assigned section and distribute bulletins to the assembly as they leave Church.
- Walk through the Church to ensure that all kneelers have been raised, pick up all remaining Orders of Service, and neatly stack them in the baskets.
- If you notice trash or food on the floor, please pick it up or alert the housekeeper who is cleaning up within the church.
- After the 5pm Mass (Sunday) place the Orders of Service in the recycling containers located in the Ministers' Room where they will be picked up later for recycling.

Special Situations:

In the event of **an EMERGENCY** during Mass, *Usher C* assumes the Lead Role by:

- Locating a staff member. If there is no staff member available on site, **please call 911**. A phone is available on the wall outside of the Priests' Sacristy.
- Coordinate with the other Ushers, assume control of the situation, and seek emergency medical assistance with minimal disruption to the Mass.
- Ice packets are stored in the Ministers' Room in the bottom right-hand cabinet.
- There is an AED and First Aid Kit near the elevator in the Narthex.
- Please contact the Sacristan if a water bottle is needed.

For additional questions, please contact Lisa Iannuzzi, lisa.iannuzzi@gmail.com until a formal Director of Liturgy has been announced.