



LITURGICAL MINISTRY PROCEDURES

USHER

UPDATED: 11/15/2024

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 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:** The iPad is 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 include 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 (Blue, Green, Red, and Yellow) in MSP.
- Blue Usher (former A) asks a couple or family to bring up the gifts.
- Red Usher (former C) is responsible for any emergencies or issues that arise (see Special Situations highlighted block at end of document).
- 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 and huddle in groups...be welcoming and inviting.
- Direct low-gluten recipients to sit in the front Green section.
- The first pew in the RED Section is reserved for individuals with disabilities.
- When the bells ring 5 minutes before Mass begins, join the other ministers, servers, and Priest in the Narthex to participate in the Gathering Prayer.

The Introductory Rights

- For late comers arriving after the procession has begun, ask parishioners to patiently wait until the Priest has reached the Sanctuary before finding a seat. As a sign of reverence, once Mass has started, 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

- At the end of the Prayer of the Faithful, the Blue Usher 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.
- Meanwhile, the Ushers proceed to the front of their assigned sections to begin the collection. Using baskets (or sticks), Ushers move side to side passing the baskets from pew to pew. Ushers distribute baskets from the side aisles rather than the middle to avoid interfering with the offertory procession.
- When there is a second collection, begin the 2nd collection immediately after the first collection. Once the first basket (green one) has proceeded one row in the collection, then start the second basket (black one).
- Once your section is complete, wait for all Ushers to gather inside the church, and as a group take your baskets into the Ministers' Room where the Ushers will bag the collection, drop it in the safe, sign the control sheet, and put baskets away.

Communion Rite

EM & Usher Stations

Host - Letters • Cup - Numbers • Usher - Colors



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 the Eucharistic Minister of Holy Communion (EMHC) “E and F”.
- Blue and Red sections proceed to Communion by existing their pew toward the center aisle. Side sections (Green and Yellow) begin from the row in the 1st, exiting out toward their respective side walls. Please note: Yellow Usher begins with the front yellow section (seating closest to the choir) and works their way from choir (front) and turns around and then ensures the back yellow section receives 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: all kneelers have been raised, straighten all missalettes and hymnals (with the bindings facing up), and pick up all remaining Orders of Service and place neatly 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, RED *Usher* 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.
- Note: If the emergency occurs during Mass and the Priest is unaware of the situation, inform the Priest after Mass. The Priests' main concern is the individual receives immediate medical care. Mass does not need to be interrupted.
- If the emergency occurs during Mass and the Priest sees the incident, he will most likely ask the assembly if there is a doctor or nurse present to administer aid.
- 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.