



SACRED HEART PARISH – BASIC USHER GUIDELINES

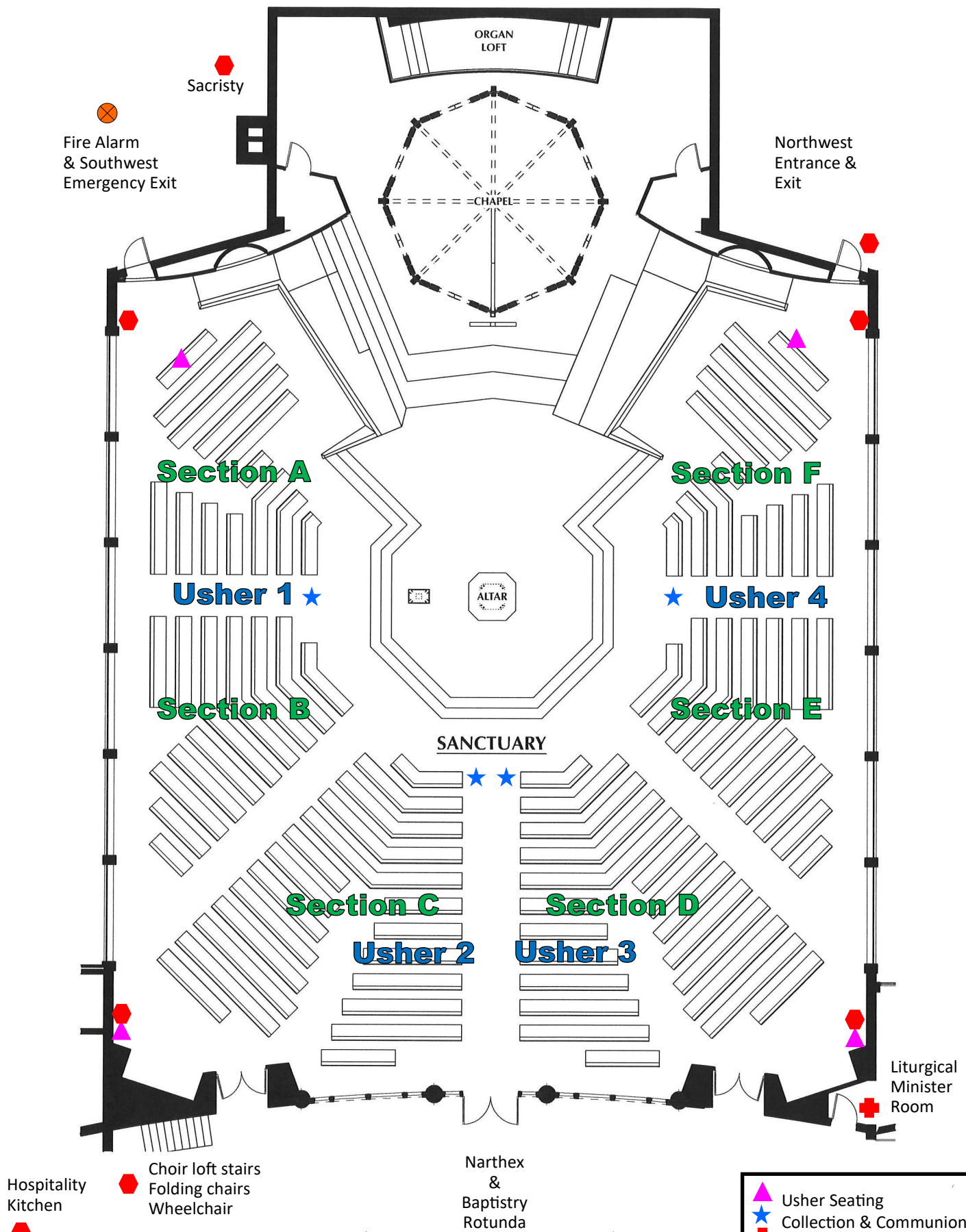
Ushering at Sacred Heart is usually very simple. These basic guidelines are for regular ushers at a typical weekend Mass. See the general guidelines for the lead usher role and additional details.

At Home: Remember you are about to serve the Lord and ask for His help to do your best. Your attire should be simple, modest, and reverent.

Before Mass: Please arrive 20 minutes before Mass. Check into Ministry Scheduler Pro on the iPad in Liturgical Minister room. Check in with the lead usher (usher 1). Normally, usher 1 collects sections A & B (see the floorplan), usher 2 collects section C, usher 3 collects section D, and usher 4 collects sections E & F. Open the doors between the Narthex and Nave. Adjust windows for comfort. Turn on Narthex lights. Ensure the exterior doors are unlocked, and prop open with rubber doorstops if weather permits. Tidy pews as needed. Check restroom tidiness. Position the collection baskets for side ushers. Cordially welcome parishioners, helping with seating as needed. Prioritize preparation and welcoming the congregation over socializing with other ministers. Join the priest and other ministers for a prayer in the Narthex just before Mass.

During Mass: Close the doors between the Narthex and Nave after entrance procession. Ushers 1 & 4 sit at the back of sections A & F. At least one of ushers 2 & 3 remain in Narthex to welcome and assist late arrivals. After the [Universal Prayer \(Prayer of the Faithful\)](#), the congregation sits. Ushers walk in unison up their aisles carrying their baskets to the front pew of their section, bow, and take up the collection front to rear. Baskets are passed down each odd-numbered pew and returned via even-numbered pews. If a section is sparsely seated the usher should carry the basket to attendees. The aim is to take up the collection efficiently with dignity and thankfulness. Ushers combine their baskets into a single large basket behind section C. The lead usher and 1 other take the collection to the sacristy, where they seal it in an envelope, sign for it, and deposit the envelope in the sacristy drop safe. If the congregation is kneeling when the ushers return from the sacristy, they kneel at the back of section A until the congregation stands. During Communion, ushers invite their sections to come forward one row at a time. If a section is sparsely seated, usher guidance isn't needed. Ushers return to the Narthex during the announcements before the final blessing.

After Mass: Open the doors between the Narthex and Nave. Distribute bulletins at exit doors. Return excess bulletins to the Liturgical Ministers room. Tidy pews as needed. Put lost items in the "lost and found" drawer, i.e., the top drawer in the cabinet immediately inside the Liturgical Minister room. If this is the last Mass of the day, turn out Narthex lights and close the windows and exterior doors.



Floorplan 4 Ushers

- ▲ Usher Seating
- ★ Collection & Communion Aisles
- + First Aid Equipment
- ⬡ Fire Extinguishers
- ⊗ Fire Alarm