



LITURGICAL MINISTRY PROCEDURES

USHER

UPDATED: 10/15/2025

ALL MINISTERS

OLGC is delighted to offer parishioners opportunities to participate in the liturgy. Serving as a liturgical minister deepens spirituality and helps the liturgy flow smoothly and reverently.

Check-In

- **MSP App:** Used to schedule and manage assignments. Enter availability, set blackout dates, and request substitutes as needed. Sub requests can be made up to 10 minutes before Mass.
- **Reminders:** MSP sends reminders two days before your assignment; your device calendar will also alert you the day of Mass.
- **iPad in Narthex:** On arrival, locate your name and check in so the Sacristan knows you are present. You may also check in from home up to 12 hours before Mass. If you arrive late and the bells have rung, assume a substitute has been arranged.

Attire

Come dressed appropriately for ministry, reflecting professionalism and reverence. Common choices: slacks, dresses/skirts no more than 2" above the knee, and covered shoulders. Avoid clothing that is too short, tight, casual, or revealing (e.g., flip flops, spaghetti straps, t-shirts with wording, campaign buttons). Ministers may be asked to serve even if not scheduled, so dress appropriately whenever attending Mass.

Before Mass

Ushers

Arrival Time: Arrive 20 minutes before Mass. Check in on the iPad. If not scheduled, check with the Sacristan for assignment.

- Introduce yourself to the Sacristan and assist as needed before Mass.
- Put on an Usher badge from the Ministers' Room.

- Obtain a key fob from the Sacristan (the room stays locked during Mass). Return the fob after Mass.
- Ushers are assigned by color in MSP:
 - Blue: Identify gift bearers.
 - Red: Handle emergencies (see Special Situations).
- Greet and welcome parishioners, assist with seating, and help those with mobility aids.
- Distribute Orders of Service as needed; keep entrances clear and avoid standing in groups.
- Direct low-gluten communicants to the front Green section.
- The first pew in the Red section is reserved for those with disabilities.
- When the bells ring (5 minutes before Mass), join the ministers for the Gathering Prayer.

4:00pm Mass Only:

Arrive 25 minutes early. Place small tables with wicker baskets at the main and side entrances, and near the center exit doors. Unbind and place Orders of Service in each basket.

The Introductory Rights

- Seat latecomers only after the Priest reaches the Sanctuary. Fill front pews first to balance Communion lines.
- During prayers, readings, Gospel, or homily, quietly indicate seating rather than escorting people.
- Encourage anyone standing to take a seat, except parents tending to children in the Narthex.

The Liturgy of the Eucharist

- After the Prayer of the Faithful, the Blue Usher brings gift bearers to the gifts table and instructs the gift bearers to wait for the Cross Bearer. The gift procession begins once the Cross Bearer arrives at the gifts table and the Priest has moved to the floor/steps in front of the altar.
- Other ushers begin the collection from the side aisles.
- For a second collection, start the black basket once the green basket reaches the second row.
- When finished, all ushers bring baskets together to the Ministers' Room.
- Count the baskets, confirm all money is removed, bag and deposit in the safe, sign the control sheet, and store baskets.

Communion Rite

EM & Usher Stations

Host - Letters • Cup - Numbers • Usher - Colors



KEY	Letters = Eucharistic Ministers (EM)	Colors = Usher Assignments
	Numbers = Cup Ministers	

- Once the Sacristan is in place, ushers move to their assigned areas.
- Handicapped rows receive Communion first from EMHCs “E” and “F,” followed by cup ministers.
- Communion flow:
 - Blue & Red: Center aisle
 - Green & Yellow: Side aisles (Yellow begins front to back, then serves rear rows)
- If someone with special needs is seated elsewhere, the section usher brings EMHCs to them after others have received.

After Mass

- Open doors near your section and distribute bulletins.
- Collect and neatly stack Orders of Service.
- Straighten pews, hymnals, and missalettes; pick up trash or notify housekeeping.

5:00pm Mass Only: Place Orders of Service in recycling bins in the Ministers' Room and leave extra bulletins on the Narthex welcome desk.

Emergency Situations:

- The Red Usher takes the lead in any emergency.
- Locate a staff member; if none are available, **call 911** (phone outside the Priests' Sacristy).
- Coordinate with other ushers and manage the situation calmly, minimizing disruption to Mass.
- If the Priest is unaware, inform him after Mass—the priority is immediate care, not interrupting the liturgy.
- If the Priest sees the incident, he may ask if a doctor or nurse is present.
- Ice packs are in the Ministers' Room, bottom right cabinet.
 - There is an AED and First Aid Kit in the Narthex next to the elevator and DeSales Hall.
 - Water bottles may be found in the lower cabinet in the Minister's Room. If empty, contact the Sacristan.

Questions? Contact Lisa Iannuzzi — lisa.iannuzzi@gmail.com