

USHER REMINDERS

Updated: 10/14/2025

1. BEFORE MASS

- Arrive 15–20 minutes early, sign in on the iPad, and introduce yourself to the Sacristan.
- Stand near the main entrance to greet and welcome parishioners, holding doors as needed.
- Blue Usher selects a family to bring up the gifts and explains the process.

2. START OF MASS

- As a sign of reverence, two ushers stand at the main entrance during the procession, pausing parishioners until the Priest bows at the altar.
- Once the Priest bows, resume seating people as needed.

3. DURING MASS

- Seat latecomers between readings or after the homily only.
- Doors:
 - Close the two main center doors (Red Section).
 - Keep one side door open (Yellow Section, far left when facing the altar).

4. OFFERTORY COLLECTION

- At “as our gifts are being prepared” or after the Prayer of the Faithful, Blue Usher leads the gift bearers to the table.
- Other ushers begin collection immediately; no need to wait for the Cross Bearer or gifts to reach the altar.
- Blue/Red sections collect using side aisles only.
- For a second collection, start the second basket after the first reaches the end of the first pew.

5. COMMUNION

- Once the Priest begins distributing Communion to the EMs, ushers move to their assigned areas.
- Note any parishioners with special needs (not in handicap rows) and offer to have Communion brought to them.
- Yellow Section: Begin with the pew nearest the piano and work backward.

6. AFTER MASS

- Prepare bulletins for distribution.
- One or two Ushers distribute and neatly arrange Orders of Service in the baskets.
- Others tidy up pews, raise kneelers, straighten hymnal and mass booklets, and gather trash or other items left behind.