

ST WILLIAM'S USHER DUTIES

"May our Christian communities really be places of hospitality, listening and communion. So we ask the Lord that all those who come to the Church find the doors open, find the doors open, open to meet this love of Jesus. We ask this grace." - Pope Francis

HEAD USHER MINISTRY

First usher listed on the schedule is the Head Usher

- Arrive 20 minutes early.
- Make sure that all entrances of the church are attended by an usher to greet the parishioners. One usher at each side door and two ushers at the front entrance.
- Check to see if there will be a Second Collection.
- Find a substitute in the event that an usher has not arrived.
- Greet Parishioners. Stand at an entrance to the Church; make sure all are greeted with a smile and words of welcome as they arrive. Remember that some people live alone & your welcome might be the first "live" interaction they have had that day. Hospitality is your #1 ministry.
- Before Mass find people to bring up the gifts. This needs to be at least two people and can be a family or two individuals. Most people are honored to do this and it should not be difficult to find someone.

4:30 PM USHERS:

Upon arrival ~ Check to make sure that all entrances are unlocked.

Before leaving ~ Help the other ushers check the pews to ensure books are in place and all trash is thrown away. Make sure that the church is secure - doors locked, bathrooms locked, lights out.

8:30 AM USHERS:

Upon arrival ~ The music ministry usually opens the doors when they arrive for morning Mass. However, please make sure that all entrances are unlocked when you arrive.

Before leaving ~ Help the other ushers check the pews to ensure books are in place and all trash is thrown away.

11:00 AM USHERS:

Before leaving ~ Help the other ushers check the pews to ensure books are in place and all trash is thrown away.

ALL USHERS:

As ushers, your most important ministry to our parish is to welcome families as they arrive to celebrate Mass - letting them know that we are pleased to have them here to worship together as the Body of Christ. When you are ushering, please be aware that how you dress is indicative of the importance you give this ministry. Casual is okay, but please use some common sense in how you dress when you are an assigned usher.

IMPORTANT: Close inner doors after Father reaches the Altar in the procession. This is especially important during the summer when outside noises and light are distractions. Make sure side doors are closed during Mass. If it is too warm, do not open doors - check air conditioner.

Arrive at least 15 minutes early to greet parishioners. Let head usher know that you have arrived. Check board to see if we are having a Second Collection.

Stand at an entrance to the Church; make sure all are greeted with a smile and words of welcome as they arrive. Remember that some people live alone & your welcome might be the first "live" interaction they have had that day. Hospitality is your #1 ministry.

Immediately after or near the end of the Prayers of the Faithful go to the back of the church to prepare for the collection.

After the collection combine the baskets in the back of the church (in the sight of the assembly) into the larger basket and have 2 unrelated ushers bring it forward to Father. Follow the gift bearers who are carrying the gifts of bread and wine down the center aisle, present the gifts of the people gathered in the basket to Father, when Father hands basket back immediately go to the back safe area. If father is by himself (no altar server or Deacon present) do not present basket to Father; immediately proceed to the safe area. At the safe, place all monies into canvas bag marked by Mass. **Do not do any straightening of money.** Drop bag into safe and sign the deposit log.

If there is a Second Collection, please be sure to use the designated bag (marked Second Collection).

Heating and air conditioning - located in back-main entrance, behind the altar and in the altar server's changing room. **Turn timer on but do not adjust settings.**

At the end of Mass there should be one usher at each side door and two ushers at the front entrance to hand out bulletins and say goodbye to the parishioners. Please check the pews to ensure books are in place and all trash/song sheets are thrown away.

Scheduling for the month is generally done after the fifteenth day of the previous month. If you know that you will be away, contact the parish office so you will not be scheduled on that weekend. If something unexpected comes up, find a replacement or notify the head usher that you will not be available.

Your service to our Parish is greatly appreciated, thank you.