

Usher Training

WELCOME





Ushers are the "Face" of our church. They perform tasks that help the Mass flow at a certain pace, and help maintain order and safety within our Parish Center. They are the doorkeepers, greeting each person with a smile, shaking hands, and handing out bulletins. They are the first ones that people see when they arrive and the last ones they see as they leave. Thank you for representing St. Mary of the Hill Parish.

Fr. Jude Peters O.C.D.

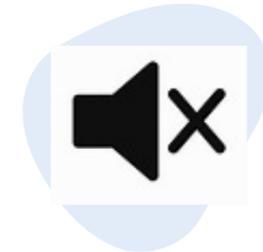
Arrive 20 minutes Before Mass Begins



Turn the lights & fans on (if needed).



Make sure the tv and volume are on in the children's room.



Mute phone in kitchen.



Greet people
Hand them a missalette



Select a new family each week to take up the gifts.

5 minutes before Mass Begins



Turn on the Altar & crucifix lights located in entryway by double doors.

When Mass Begins



Close double doors leading into the Parish Center.

The Collection Basket



At the offertory

Ushers walk up the middle aisle with a basket, bow before the altar and go to the side wings first. Hand the basket to the person on the end in the first row and they will pass it back to the people behind them.



After Collecting the offering

Take the filled baskets to the Sacristy. Place money in the designated tamper proof plastic bag. Both ushers must sign & date the plastic bag and seal (do not roll or fold before sealing). Place tamper proof plastic bag in Cabinet Slot.

**Last
Weekend
of the
Month**

On the Last Weekend of the Month

There is a 2nd collection, use small baskets only. The 2nd collection will be gathered after communion. Same procedure as the offertory. Secretary will call you for other special collections.

After Mass,
at the double
doors, greet
people as
they leave
and...

Pass out
bulletins

Collect the
missalettes

Straighten up
book rack

Straighten
chairs for next
Mass

Turn off tv and
lights in the
Children's Room

Unmute the
kitchen phone

Before the 4pm Mass

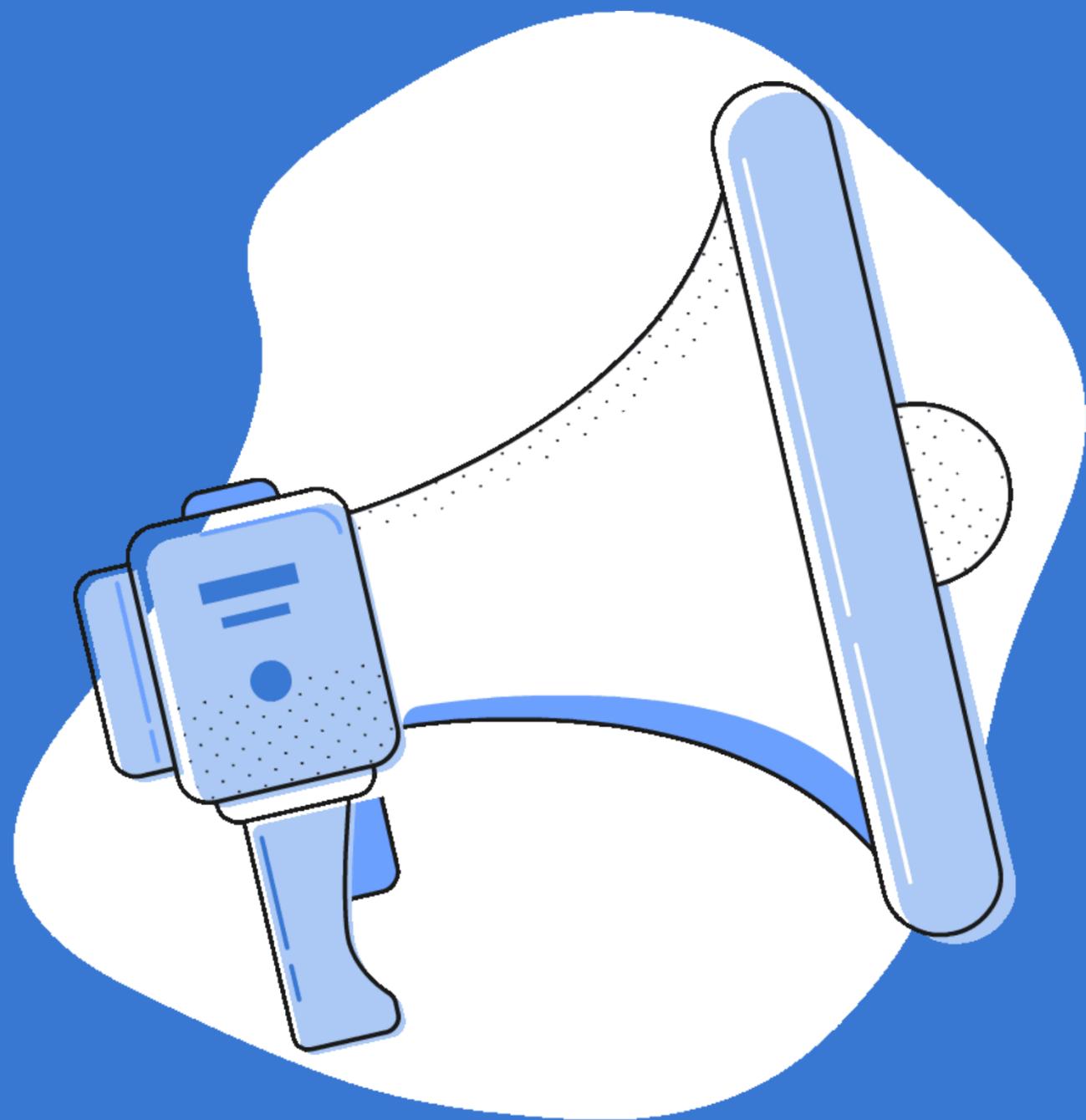
Remove the ropes and stands from around the sanctuary and place in sacristy

After the 9:30am Mass

Remove the ropes and stand from the sacristy and place them around the sanctuary.

FYI:

- The usher schedule is done by MinistryPro. To sign up call Mary Whelan at 262-628-3606 ext. 3. If you are unable to usher during your scheduled time just respond to the MinistryPro app. The usher schedule can be found online at stmaryhh.org under Liturgical Roles tab.
- Ushers should always sit in the reserved chairs, close to the doors, so they can help seat late comers and anyone else they see standing.
- On baptism weekend, check to see if visitors who have arrived early have a missalette and if any Baptism family members would like to bring up the gifts.



Congratulations! You have completed your Usher Training

For follow up training and printed usher guidelines, please contact Wendy Newburg, Pastoral Associate at 262-628-3606 ext. 2 or pastorala@stmaryhh.org. After final contact you will be eligible to be placed on the Usher Schedule. Thank you for your ministry!