

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



Mute the phone in the kitchen. Turn the lights on 5 minutes before Mass begins, turn fans on if needed.

Usher #1:

Unlock 1 door nearest alarm. Begin with a perimeter check: pick up two walky talky's from the kitchen (one for each usher). Walk around the perimeter of the building checking doors and windows (protesters usual survey the premise days before; this will deter them). If you see something unusual let Fr. know. Replace walkie talkie's in kitchen.



Open door and welcome parishioners & guests while scanning the parking lot for uninvited guests. Rely on your senses. If the person is unknown to you, keep in mind the person maybe a new parishioner or guest. Make eye contact, welcome them, introduce yourself. **If unwelcome guests appear (dressed like "handmaids" or the like, ask them to "Please leave the premise", do not engage or lose your temper, that is what they want. If they do not leave, lock the doors and inform Usher #2.**

Usher #2:

Welcome parishioners and guests, hand out Missalettes, open the worship space door for them (Keep parish doors closed at all times). They may take a bulletin, otherwise you can hand out the bulletins after Mass. **Do not engage with uninvited guests, call 911 (if using kitchen phone press an outside line first; bottom 3 numbers), tell the priest, stop the Mass, begin the rosary, resume Mass after the police have arrived.**



Select a new family each week to take up the gifts. If there is a baptism, please ask a member of their family to bring up the gifts.

5 minutes before Mass Begins



1. Turn on all lights located in entryway by double doors.
2. In Children's Room: turn on tv/sound and lights.

When Mass Begins



Double doors leading into the Parish Center should always be closed. Lock outside doors 10 minutes after Mass begins. Keep an eye out for late comers: 2 ushers should approach the doors to let them in.

The Collection Basket



At the offertory

Remove baskets from cabinet. Walk up the middle aisle, bow before the altar. Usher on the left begins at the side wing then continues rows closet to the door. Usher on the right begins at the rows closet to the office door. **Center Aisle is LAST** so the gifts can be brought up.



After Collecting the offering

Both ushers proceed to the sacristy, place envelopes and cash in the designated tamper proof plastic bag. Both ushers must sign & date the plastic bag then seal (do not fold or roll & seal). Place bag in money slot. Also, please sign Verification Form for Usher 1 and 2. **Leave Baskets in Sacristy until the end of Mass then return to cabinet. (during Consecration many people are kneeling and we have noticed ushers stepping over people).**

Last
Weekend
of the
Month

On the Last Weekend of the Month

There is a 2nd collection, after 1st collection, please keep baskets with you. 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

Check the
children's
room and turn
off tv

Unmute the
kitchen phone

EMERGENCY INFORMATION:

- The Red First Aid Kit is underneath the front kitchen counter
- Defibulator is on the kitchen wall as you enter
- Wheelchair is available through the sacristy by the stair landing

FYI:

- Upon completion of duties, let musicians know that you are leaving.
- Usher Scheduling is done by Ministry Pro (they email you when you are scheduled, if you are unable to make it hit the "need a sub" tab). The usher schedule can also be found at stmaryhh.org under Liturgical Roles tab.
- Ushers should always sit in the reserved chairs, close to the double 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.

Special Events



- Lent: hand out and collect Stations of the Cross
- Keep double doors closed all the time
- Miscellaneous Survey's
- Missionary Collection
- Mass Count only 2 times per year from now on



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!