

St. Francis Catholic Church

DUTIES – EXPECTATIONS OF USHERS

1. Be there. Arrange for a substitute if you cannot be there.
2. Arrive at least 15 minutes before Mass to:
 - a. Have a moment to pray for help in doing a good job.
 - b. Put on an usher pin and check your attire.
 - c. Check that the collection baskets are in place.
 - d. Greet and assist people as they arrive. Smile. Make them feel welcome.
3. Take places at all entrances before and after Mass, especially the North Door.
4. Keep on the look out for new parishioners, visitors, strangers, the aged or handicapped, who may need special help and doctors or nurses (who may be present) to assist if someone gets sick.
5. Ushers should be prayerful and attentive during Mass.
6. Seat people pleasantly. The back center pews are generally reserved for the ushers. However, if the church becomes crowded or if any parishioners feel they have a need to sit there – please accommodate. Use good judgment and do not disturb important parts of the worship.
7. Take up the collection. Line up in back after the homily. Wait until the lector finishes reading the mass intentions and Father finishes the prayer. When Father and the people sit down, proceed to the front, genuflect, and then start the collection. NOTE: Always take up the collection starting with the first or front pew of a section and work your way towards the back. This way you will always be facing the parishioners.
8. Communion. Put the bulletins in place as you go up to facilitate the Communion line. Proceed to the front when Father starts distributing Communion to the Eucharistic Ministers at the altar. For parishioners needing Communion in back of church – please tell Father or a Eucharist Minister when you walk up to start the Communion line.
9. When the final hymn begins, move to the entrance of the church. Prop the doors open. (In very cold weather, open only the inside doors.) Provide assistance. Say a pleasant “Good-Bye.” Assist the parishioners by distributing bulletins as they leave.
10. Check the church to see that it is in good order for the next service. Return extra bulletins to the Usher Room except after the 11:00 a.m. Mass. (Close doors, check for articles left behind.)

DUTIES OF HEAD USHER

1. Be in charge. (Be sure everyone is aware and doing his or her job.)
2. **Find Parishioners for Gift Bearers**. Leave gift table by the Holy Water Fountain at all times.
3. Make sure all ushers are present. (Find replacements, if any are missing.)
4. Know the location of the nearest phone – in the Sacristy.

IMPORTANT FACTS

1. Dress appropriately – avoid wearing shorts.
2. Be at your best. Please do not chew gum.
3. A wheel chair is located in the left front area of the church.
4. If you are assigned multiple duties, i.e. usher and Eucharist Minister, work this out with the other ushers present.

Regarding scheduling: The month when the Saturday 4:30 p.m. Mass falls on the last day of the month, the ushers for that month still usher.

If you have any questions or need to make changes, please contact us or the church office, 222-2898.

Thanks for your help.

Usher organizers: Dennis Holbrook 224-3898 Kelvin Hufendick 964-2550