




Squire User Instructions:

- The squires will be the ushers at the 10:30 mass on the first Sunday of every month
- We will schedule 5 people for every month
- Arrive at a minimum of 15 minutes prior to mass
- Wear the blue Squire shirt and tan pants.
- Ideally, there are to be 5 users. Otherwise the remaining ushers will have to cover all areas.
- Act appropriately; you are the face of the church.
 - You represent the Church and the Squires.
 - Greet people with a smile and act respectful.
 - Do not talk during mass.
- Check the dry erase board for special messages and/or directions
- Obtain an "Usher" badge from the right hand closet

- Seat people down the appropriate isles,  Never down the center of the church
- Notify the Sunday School – As soon as the Deacon says the Intentions, just before the offertory,
 - 2 ushers, one for the library and one for the Multipurpose room,
 - inform them that the offertory is about to take place so that they have time to get the Sunday school kids lined up to return to the church.
- For the offertory, place baskets at the  and pick them up at the end of the pews.
 - Usher # 2 & 3, the middle of the row is marked with a cross on the end of the pew.
- The user who is in charge of the far left pews (Usher #1), look for the choir envelopes that get placed along the wall.
- At communion, usher #1 must lead the EMHC  to the back of the church to the handicapped persons requiring communion.
- For communion, ushers use these locations: 1
 - Stand in front of the rows to indicate when a row may proceed to communion.
 - Usher #1 will have to cover 2 locations. First the front pews then the back section.
 - He can cover both because, the front EMHC section first gives communion to the Choir
 - The back section gets delayed because the EMHC gives communion to the handicapped first.
- All 5 of the Squire Ushers will take up the gifts. Remember to bow together.
- After communion, place the bulletins from the coat room onto the tables. Do not forget to place bulletins in the chapel.
- Once Father says, "Mass is over, you may go in peace" you can open the doors to the church. Not before.

