

USHER Guidelines: St Gerald Catholic Church

Ministry of Ushering

Ushers extend a warm welcome to everyone who enters the church. They help to ensure that Liturgies run smoothly. Working with the presider, servers, musicians and worshippers, the ushers enable everyone to actively participate in the Liturgical Service. Ushering is truly a ministry. Do not plan to serve more than one ministry at the same liturgical service. We need 4 to 6 ushers at each Mass. Kindly call a replacement if you will be absent. Men, women, couples, singles, and youth are all welcome to serve. Encourage others who you think might be interested in volunteering.

WITH A SMILE: Greet people coming to mass with a smile. Assist with doors and assist with people getting their music book. Assist with the Hearing Devices...they will be stored in a drawer in the HOPE room and the door should be unlocked.

Before Mass

Arrive about 30 minutes before your scheduled time. Survey the exterior entries, the narthex and the nave to spot any areas that might need attention before Mass starts. Note whether lights, sound, and heating/air conditioning are all operating normally. Anticipate seating needs. Open or close wall to Blessed Sacrament Chapel as needed. Open or close blinds in Fellowship Hall and set out chairs as needed.

Seating

Ushers should be positioned in the nave assisting with seating. If it is very crowded, be tactfully assertive in seating as many people as possible in the nave. As soon as the lector begins the opening comments, seating from the center aisle should end. Try not to seat people during the Scripture readings. You may seat during singing of the Alleluia.

When both nave and chapel are full overflow seating is available in the fellowship hall. Be sure the sound system is turned on. Do not allow people in the nave to stand in front of the glass.

Gift Bearers

Check the list posted in the usher's area. If gift bearers have not been pre-assigned, please invite a couple or a family to bring up the gifts at Offertory time. Instruct the gift bearers to follow the candle bearers to the back of the church and then wait for the cue for the procession. After presenting the gifts, they may genuflect or bow as they feel comfortable.

Offertory Collection

Begin taking the collection immediately after the Prayers of the Faithful. Move quietly and discretely. The collection is combined into the large basket and brought up with the other gifts. Help the gift bearers and the candle bearers organize the procession. The candle bearers will lead the procession on a cue from the deacon/celebrant.

Holy Communion

Direct the congregation row by row for communion. Communicants in the chapel should never be allowed to go down the sanctuary steps. If an EMHC does not come to them, they should go out the back to one of the other aisles. Likewise, communicants in the fellowship hall should wait for an EMHC unless you are directed to send them to one of the aisles.

Second Collection

Take as needed. Be alert to a pulpit announcement if you have not been advised in advance.

After Mass

Keep doors to narthex closed until the recessional song has begun. Distribute bulletins near exterior doors or place on book carts. (Distributing at narthex doors causes congestions.) After communion begins and 2 ushers have gone to communion, they will get bulletins out and ready for distribution. Leave a small pile of bulletins at the HOPE window. Otherwise, leave no bulletins out between Masses.

Check all pews and chairs for songbooks, lost items and trash. Stack any extra chairs if they will not be needed during the next Mass.

After the last Mass of the day a few bulletins should be placed in the chapel lobby and on the table in the narthex.

Moveable Wall

Open or close the wall to the Blessed Sacrament Chapel as needed. We are not locking down at this time. One panel needs to be stored before the first Mass of the day to create a doorway between the chapel and the altar. The entire wall is stored when the chapel is used for extra seating. (Be sure and move the last panel next to the south wall.) After the last Mass of the day, return wall to closed position for the security of those participating in perpetual adoration.

Approved by Fr. Korte
10/14/10

Lectors & EMHCs:

Men: Suit and Tie, Sports coat, slacks and tie
Dress shirt: all shirts must have a collar, ties are optional
Turtlenecks are okay if worn with sports coat or sweater
Sweaters with dress shirt or nice sport shirt with collar
Vest with dress shirt
Slacks
Dress shoes

Women: Dress
Skirt and Blouse
Pantsuit
Blazer, blouse and slacks
Sweaters
Vest with dress blouse
Turtlenecks okay if worn with blazer, vest, sweater
Sleeveless blouses and dresses okay
Dress Capri Pants
Dress shoes

Ushers: Same as lectors & EMHCs except if you have either the maroon or blue jacket, please wear it.

Altar Servers:

Because you wear albs, they can be warm. Wear light clothing.
Shirt light colored with no printing or dark colored designs.
Tennis shoes are okay as long as they are clean.
Sandals okay as long as the heel part is secure with a strap.
No shoes where the heel part is not secured with a strap.

None of the items listed below will be acceptable for EMHCs, lectors or ushers:

Shorts or skorts	Flip Flops, Backless shoes
T-shirts, including designer t-shirts or polo shirts	Mini Skirts
Sweatshirts	Tennis Shoes
Halter tops or muscle shirts	Cargo Pants
jeans	Jeans, including denim and casual
Spaghetti Straps, backless or strapless	Low-cut or Revealing clothing
No excessive or showy jewelry	