

Ministry of Ushers

Does your ministry make a difference? **Yes**, it does. You may not see the results or hear applause, but your committed faithfulness is changing lives, and turning hearts toward God. Thank you for helping to build up Christ's Kingdom of love, peace, joy and hope here on earth.

Ushers are asked to arrive at least 15 to 20 minutes before the start of Mass.

NOTE: If you are unable to usher for an appointed service, it's your responsibility to find a substitute. The roster with contact information, as well as the schedule, can be found under "Documents" on the Liturgical Ministers page of the website.

Before Mass:

Your first duty is seeing that the sacred space is ready for worship.

1. Prepare the collection basket by retrieving a white plastic bag from the vesting sacristy.
 - a. Record the date and Mass time on the removable tab at the top of the bag **and** on the center of the bag.
 - b. Remove the tab and place in the bag.
 - c. Puncture a few holes into the bag to allow air to be removed from the bag once sealed.
2. Set out the coffee/donut signs before the Sunday 8:00 AM Mass (if appropriate).
3. Confirm cry room doors are unlocked. Contact Father/Deacon to have doors unlocked, if needed.
4. Check with Father for any unique needs.
5. Ask someone or a family to present the gifts at the Offertory of Mass.
 - a. **Please ensure modesty in their attire.**
6. Identify and confirm with those parishioners requesting Communion to be brought to them at their pew location.
7. Ring bell 5 minutes prior to Mass start time.
8. Help seat people as appropriate.

During Mass:

1. Seat people after the Opening prayer.
2. Seat latecomers after the Homily.
3. Sit near the back.

Offertory Collection:

1. Start the collection after Father has finished his prayer/petitions and is seated.
 - a. Approach and bow in reverence toward the altar from the center aisle.



One Usher:

1. Take six baskets and proceed up the aisle leading to the musicians.
2. Start a basket in the middle, outer and back sections.
3. Then cross over to the chapel side of the church and start baskets in the middle and outer section.
4. Use the sixth basket to collect from the cry rooms and chapel.

Two Ushers:

1. Each usher takes three baskets.
2. Start baskets in the two middle sections, and then proceed to the outer sections.
3. The choir side usher starts the third basket in the back section while the chapel side usher uses the third basket to collect from the cry rooms and chapel.

Three Ushers:

1. Two will cover the nave as described above and the third will collect from the cry room and chapel.

Offertory Collection continued...

2. Empty all of the smaller baskets into the previously prepared plastic, self-sealing white bag. Seal the white plastic bag and place in the larger basket.
3. Take the basket to the front of the church and place near the statue of St. Joseph (choir side).

Gift Bearers

- Do not wait for the collection to be completed.
- The Gift Bearers should position themselves at the back with the gifts in hand immediately after Father has finished his prayer and the petitions.
- The Gift Bearers will proceed down the center aisle when Father and the servers have positioned themselves in front of the altar.

Communion:

- As Father is distributing Communion to the Eucharistic Ministers, approach the altar by the center aisle.
- When the Eucharistic Ministers and Father are in place, start first pews on each side of the center aisles.
- Then guide the first pews of the back sections via the inner aisles.
- After the main Church population has received Communion, motion and guide Father if people have requested Communion to be brought to them at their pew.

After Mass:

1. Collection

- a. Retrieval of the collection will be done as part of the Recessional.
 - i. When the servers begin to position themselves in front of the altar, an usher will collect the basket from in front of the St. Joseph statue, and join in the Recessional.
- b. Place the bag into the special slot which is located just outside the vesting sacristy door.

2. Lights

- a. Do not turn off the lights or sound system until after the music is finished and everyone has left the nave.
 - i. This does not apply for the Sunday 8:00 AM Mass.

3. Nave

- a. Distribute bulletins to parishioners as they exit the church.
- b. Assist elderly and handicapped to their cars.
- c. After the church has emptied, straighten up.
 - i. Look thru pews, cry room, nursery, chapel, Narthex
 - ii. Collect left behind/lost articles and put in lost and found in Narthex.
 - iii. Collect any trash in the pews.
- d. Place all Missals and hymnals in racks.
- e. Put kneelers up.
- f. Close the Blessed Sacrament chapel curtains after the Sunday 10:30 AM Mass.
- g. Return the chairs after the 10:30 AM Mass in the Blessed Sacrament chapel back to their normal position for daily Mass. Place 4 rows of 5 chairs facing the altar.
- h. Put folding chairs away, as applicable.
- i. Retrieve the coffee/donut sign after the Sunday 10:30 AM Mass (if appropriate).
- j. Lock all exterior doors including the four inner doors
 - i. This does not apply for the Sunday 8:00 AM Mass.

Emergencies:

- ⇒ If an emergency should arise during Mass, **CALL 911**, using the telephone in the vesting sacristy.
- ⇒ The address of the church is "**15651 SW OREGON STREET**".
- ⇒ **Please Note:** There is an emergency kit in the inner narthex.

◇ **If the telephone rings during Mass, answer it as soon as possible.**

- * If it is not an emergency, suggest that the person call 503-625-6185 (Office and Rectory) later.
- * If a priest is needed, ask if 911 has been called and what hospital;
- ⇒ Ask for the persons **name, address and phone number**.
- ⇒ Tell them Father will be in touch immediately after Mass.

Cars with Light On:

- Go to the lectern **before** Mass and announce make, model and license number.
- **DO NOT ANNOUNCE DURING MASS.**

Schedule:

- The schedule is distributed quarterly.
- Please contact the scheduler via email (church@stfrancissherwood.org) or 503-625-6185 to indicate times you will not be available for upcoming schedule.
- You will be reminded via bulletin and announcements when you need to contact the scheduler/office.



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Greeters

- ◇ Please arrive 20 minutes before the start of Mass.
- ◇ **SMILE!**
- ◇ Greet the People of God as they come into the Church to worship.
- ◇ Answer any questions.
- ◇ Keep eye out for elderly and handicapped who could use assistance into the church.