

# St Francis of Assisi Usher Ministry

## **Usher's Prayer:**

"Lord, in your love you gather your people this day, help me to serve them in a Christ-like manner, even as your son Jesus served those who gathered about him. Make me prayerful, patient, helpful and understanding, and may I radiate the joy that faith brings as I serve their needs. Give me your strength to support my fellow ministers. May all who assemble to celebrate our common faith in the risen savior be glad of heart for being here and for having encountered your son in one another, in our priest, at the tables of the book and the bread, and through the ministry of ushers like me. I ask this in Jesus' name. Amen."

-Gregory F. Smith, O. Carm

## **Theology, Spirituality, and Formation:**

- You are the face of Christ, and you are receiving each guest as if he or she were Christ
- "All guests who present themselves are to be welcomed as Christ, for he himself will say: I was a stranger and you welcomed me (Mt 25:35)" (Rule of Saint Benedict)
- "For where two or three are gathered together in my name, there I am in the midst of them" (Mt 18:20), so Christ is really present in the very liturgical assembly gathered in his name (GIRM 27)
- "We greet Christ in one another long before we receive him in the sacrament of Communion." (GUG, pg 7)
- "Whoever receives you receives me, and whoever receives me receives the one who sent me." (Mt. 10:40)
- Discern Needs: "People are coming to church hungry for the bread of life and the cup of salvation. Nothing will feed them like the Eucharist. But something else happens before they begin to worship: You receive them. You sense their physical and spiritual needs." (GUG, pg 19)
- "Remember that you come to church first to worship, and then to serve. In your ministry, you help others to worship too." (GUG, pg 8)
- "Good ushers ... do not draw undue attention to themselves or limit their welcome to those they know." (GUG, pg 10)
- "Your main task during the Liturgy of the Word is to listen. Your attention will give a good example to others ... observe silence as much as possible and focus your attention on the word of God. In this way you show respect for God and for the people who are hearing the divine word." (GUG, pg 10)
- "Read over the Sunday scripture readings before you come to church. You are in a vulnerable position. Latecomers may want your attention when the lector is proclaiming the word of God. If you have spent time with the readings before coming to church, you will be more able to hear them as they are proclaimed." (GUG, pg 24)
- "The collection is not an intermission; it connects with the other sections of the Liturgy of the Eucharist. This collection has the practical purpose of helping the parish pay its bills. But it also has spiritual significance. In offering their gifts, people are offering themselves. The gifts of bread and wine will be transformed into the body and blood of Christ, and the people who share Communion will be transformed as well. For this reason, the collection of the gifts is a prelude to what people will do during the Eucharistic Prayer. When the ushers gather the collection and arrange for it to be brought forward, they are helping people make their sacrifice and get ready to receive the body and blood of Christ. The impact of the offering extends beyond Mass to the work of the Church in the world" (GUG, pgs 11 & 12)
- Concluding Rites: "You are helping people make the transition from worship into service. You send them forth renewed in Christ, looking for ways to bring Christ to the waiting world. The bulletins you give them signify their mission. They are not just leaving the building; they are entering the world. A church could fittingly hang this sign over the exit: 'Service Entrance.' You help people take the Gospel with them." (GUG, pg 13)
- "When you take an active role in parish life, you will be better informed about your church; able to promote activities to fellow parishioners, and you will be a better model for others who come to worship." (GUG, pg 21)
- "Like all of the other liturgical ministers, part of your ministry is a ministry of example for those people who come to Mass unsure about what to do. Participate fully and consciously in the liturgy. Review how to receive Communion. Be a model of reverent behavior for the assembly." (GUG, pgs 31 & 32)

## **Before you leave the house:**

- Dress appropriately – men should wear a shirt, and slacks, no shorts. Women should wear a dress, pantsuit, or blouse and skirt. No halter-tops, jeans, short-skirts, flip-flops, or spaghetti straps
- Leave early – arrive 15 – 20 minutes before mass begins
- Don't forget your name tag – can leave your name tag in the drawers on top of the sign-in table if you'd like. If lost, replacement cost is \$7.00
- Arrange for a replacement ahead of time if you are unable to attend when scheduled**

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## When you arrive:

- ❑ Sign in (see sample sign-in sheet on page 9)
- ❑ Ensure lights on and doors are propped opened
- ❑ Check worship area & straighten / clean up as necessary
- ❑ Head Usher will assign sections of responsibility (i.e. West, West-center, East-center, Northeast, and Southeast or West, Center, and East depending on number of ushers) (See diagram on pg 7)
- ❑ Work with mass coordinator(s) to:
  - Determine number of hosts put out for Communion (should be entered into sign-in sheet – see page 9)
  - Choose a family to bring up the Offertory Gifts
    - Appropriate dress (see usher attire above)
    - Ensure that different families are chosen each week
    - Instruct to proceed to the back of the church at the beginning of General Intercessions (prayers answered with “Lord, hear our prayer ...”)
  - Any special duties or changes to procedures required for the Mass

## Pre-Mass:

- ❑ Greet parishioners – “Good Morning”, “How are you”, “Nice to see you”, or other appropriate greeting
- ❑ Assist in seating of parishioners as required – fill front to back
- ❑ Ensure food, drink, or gum is not taken into worship area (only exception is baby bottles)

## Procession:

- ❑ Close side-front doors when Father sends the mass commentator up
- ❑ Direct arriving parishioners to far-side doors – Late comers are not allowed to enter the Worship Area through the three center sets of doors from this point on
- ❑ Close center-front doors after Father enters – Center usher should follow Father in and stay at the back of the inside center doors and prevent anyone from proceeding up the center isle from the side until the procession has finished and mass has started

## Introductory Rites:

- ❑ Assist in seating of parishioners as required – at least one usher should remain out front to direct parishioners to other ushers in worship area. Don’t be afraid to ask, already seated parishioners to slide down one way or another in order to get enough contiguous empty seats.
- ❑ Direct arriving parishioners to far-side doors
- ❑ Continue assisting with seating until the end of the Opening Prayer (Collect) – everyone will sit for the start of the Liturgy of the Word.

## Liturgy of the Word:

- ❑ We do not seat parishioners or allow them to enter the main body of the Worship Area during the readings (First Reading, Responsorial Psalm, Second Reading, and the Gospel).
- ❑ Parishioners can be seated in between the readings, i.e. between the end of the First Reading & the start of the Responsorial Psalm, between the end of the Responsorial Psalm & the start of the Second Reading, and between the end of the Second Reading and the Start of the Gospel
- ❑ Late arriving parishioners should continue to be directed to far-side doors & can be allowed to enter through the doors, but should remain in the entry areas until the next “seating window”
- ❑ It is suggested that one Usher remain in the entry area to hold late arriving parishioners back, while the other Usher assigned to that section looks for open seats in order to be ready to seat parishioners when the “seating window” comes.
- ❑ Once Gospel begins, we no longer assist with the seating of parishioners and you should proceed to the inside of the doors in the rear of the Center section (West, Middle, East) based on your assigned area of responsibility and participate in the Mass from this point on

# St Francis of Assisi Usher Ministry

## Homily:

- ❑ Mass Headcount – don't forget the Nursery, Children's Liturgy, Pre-K Faith Formation currently in Duesman Room, Gathering area, etc. (include all heads, i.e. children, infants, etc.)
- ❑ Stay out of the Center isles when taking the count – be as discrete as possible
- ❑ Enter final count on the sign-in sheet (see page 9)
- ❑ Work with Mass coordinator to adjust number of hosts & amount of wine based on mass count. We've been using 80% of the mass count plus 100 – there is a Host Calculation table on the sign-in sheet you can use that does the math for you (see page 8) – be careful not to overfill the bowls. For the wine, fill about one-third full, or about to the widest part just as it starts to narrow / taper, for 500, fill between two-thirds to three-quarters for 1,000, and estimate for numbers below, between, or above. Enter the final number of hosts on the sign-in sheet (see page 9)

## Profession of Faith:

- ❑ Inform Children's Liturgy that its time to wrap up – kids should be back after the presentation of the gifts and before the Prayer over the gifts.

## Post-Profession of Faith and General Intercessions:

- ❑ Offertory collection:
  - Up to Four baskets each West, Center, and East sections
  - Start at back of assigned section and proceed up to front row together as a team to start collection
  - Start baskets in first rows and at the mid-point
  - Center ushers should bow at the front of the isle and cross in front of the altar to the side isles and monitor the collection from there to avoid getting in the way of the family bringing up the offertory gifts
  - On West side, one Usher can handle small Northwest section & then assist with the main section
- ❑ Coordinate chosen family Offertory Gifts delivery – Altar Collection Basket should contain a couple of envelopes only – no cash (Note: Ushers can bring up the Offertory Gifts in a pinch). Instruct them to walk to Father, hand him the gifts, receive his blessing, make the sign of the cross, and then bow together before returning to their seats. Must be ready to go when Father gets to the Alter steps.
- ❑ Whomever finishes first should collect from anyone who might be in the Narthex
- ❑ Place collection in marked bank bags and deposit in safe (minimum two ushers) – be careful of fingers!

## Eucharistic Prayer:

- ❑ Proceed to the inside of the rear center section doors and continue to participate in the Mass

## Lord's Prayer:

- ❑ Remain at inside of the rear center section doors and continue to participate (No holding hands!)

## Sign of Peace:

- ❑ Offer Sign of Peace to neighboring usher & parishioners

## Communion:

- ❑ Prior to communion, scan assigned section(s) making note of any handicapped or elderly parishioners and ask them if they would like communion brought to them. For those who say yes, bring EMs working in your section(s) over to serve the parishioners communion. This can be done either before the EM starts service in the section, in the case where the handicapped / elderly parishioner is in the immediate vicinity of where the EM is serving, or at the end, in the case where the parishioner to be served is some distance away from the normal serving location.
- ❑ Proceed to the front of the isles after the EM's go up onto the altar
- ❑ Start as soon as soon as EM's reach their stations
- ❑ Start from front and work towards back

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## Communion (Con't):

- ❑ **On West Side:**
  - Host & the Deacon (Precious Blood) will serve the small Northwest section & Altar Servers in front of the choir, and then proceed to their final location as indicated on diagram (Pg 7)
  - One of the Ushers assigned to the West Side should assist with the small Northwest section and then move to assist with the main West section
  - Ensure two lines are formed for reception of the Host – one Usher can work front to back & the other back to front, both directing parishioners to a different EM, or can direct every other row to alternating EMs to ensure balance is maintained
  - Choir receives last or when Hymn ends (allow them to take precedence in line)
- ❑ Northeast first, then Southeast if only one host on the East side (swap precious blood when switching from North to South)
- ❑ **SPECIAL CASE FOR CENTER ISLE ONLY:**
  - The first pair of EMs serving Hosts & Precious Blood on the East side will proceed to the East side and start serving
  - The usher(s) serving the center sections should request the next pair of EMs serving Hosts & Precious Blood to serve any handicapped / elderly parishioners seated along the center isle, then proceed to their assigned locations on the East side and begin serving as normal
- ❑ Open front doors to allow any parishioners in the Narthex to receive.
- ❑ **If the East and/or West sides finish before the Center sections, the EMs serving those sides will then go assist serving the Center sections until they run out**
- ❑ Ushers receive last
- ❑ **Spills – Assist EM's in preventing parishioners from walking through the spill – Take direction from the EM's since they are trained on the proper method for cleaning up spills**
- ❑ Non-consumption of Hosts – If you notice someone with a Host in their hand, you should approach that person and politely, but firmly, ask them to please consume it. If the person doesn't want to, they should be asked to please give it back to you. An EM may also ask you assist with this situation. There should never be an altercation because of this, but it's important that the Body and Blood of our Lord be treated respectfully and not removed from the building except by someone in Homebound/Hospital ministry to be taken to the sick.

## Post-Communion:

- ❑ Proceed to inside of left-center, center, and right-center doors
- ❑ Direct any parishioners who wish to leave before recessional completes to exit on far-left or far-right doors

## Throughout Mass:

- ❑ Open doors as parishioners exist / enter worship area to use restrooms, remove crying / fusing children, Children's Liturgy, etc.
- ❑ Answer parishioner's questions. Refer parishioners to bulletin, Parish Office, or newcomer / visitor table for questions you are unable to answer.
- ❑ When necessary to speak, do so in a soft / respectful manner
- ❑ Request anyone speaking loudly or carrying on a conversation in the Gathering area to keep their voices down if disruptive to the Mass
- ❑ Refrain from socializing
- ❑ If you observe a child who appears to be under the age of 10 years old going to the restroom on their own, send them back into the worship area and request that they get a parent / guardian to escort them to the restroom (signs stating this policy are on the restroom doors)

## Recessional:

- ❑ Open center doors when procession is about half way down the center isle – **keep left & right-center doors closed until AFTER Father exists the worship area**

## End of Mass:

- ❑ Distribute bulletins & **wish parishioners farewell – “Have a nice day”, “Have a good week”, or other appropriate farewell – be sure as to not block the flow of traffic exiting the building**
- ❑ Collect “second / special collection” from podiums on either side of center-front door & deposit in safe along (two ushers minimum). **There are zip-loc bags with blank labels on them in the lower left hand cabinet by the phone in the sacristy & a pen attached to the counter top for you to write on the blank label what the collection was for & which Mass it's from.**

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## Post-Mass:

- ❑ Check pews
- ❑ Collect trash, excess bulletins, and left behind articles from floor, seats, and seat-backs
- ❑ Deliver any left behind articles to Mass Coordinator(s)
- ❑ Straighten chairs on West and East sides
- ❑ In center section, place any books left on seats or floor in seat-backs
- ❑ On East and West sides, for all masses other than the Sunday 6 PM Mass, books left on seats or floor should be evenly distributed on seats for use by the next mass. For the Sunday 6 PM Mass ONLY, collect books left on seats or floor and place on carts by far-left and far-right doors
- ❑ Replace any chairs removed to accommodate wheelchairs or walkers

## Holidays, Special Masses, and Holy Days:

- ❑ Volunteers requested ahead of time
- ❑ Handled the same as weekend Masses
- ❑ Important to be on time & check with Mass Coordinator for any special duties or changes to procedures
- ❑ This is part of your duties – need to be prepared to commit to these extra services – at least two to three per usher per year

## General Information:

- ❑ Clean-up supplies – in case of an accident or mess, cleaning supplies (mops, brooms, buckets, water, etc.) are kept in the janitorial closet in the hallway to the West wing
- ❑ Health emergency situations – There is a simple First Aid kit in the Sacristy on the South wall, which contains a tube of glucose that can be administered to someone who has diabetes and states that they need something to eat or drink for low blood sugar. We are limited as to what we can do other than calling 911 – this is to protect both ourselves as well as the individual. If there is the possibility of death, in addition to calling 911, immediately notify the Priest. There are blank incident reports in the acrylic holder on the sign-in table, which should be filled in to document the incident and. Completed forms should be left in the sign-in book. There are detailed emergency instructions on the cork board in the Sacristy, along with a sample of the Injury/Incident report.

## Head Ushers:

- ❑ The Head Usher attends a particular Mass regularly and has the following responsibilities:
  - Arrive early – 15 to 20 minutes before mass
  - Ensure lights are on and doors are propped open
  - Assign each usher a section of responsibility (i.e. West, West-center, East-center, Northeast, and Southeast or West, Center, and East, depending on the number of ushers present)
  - Recruit from congregation if short on the minimum number of ushers required
  - Check worship area and work with other ushers to straighten / clean up as necessary
  - Work with the mass coordinator to:
    - Determine the number of host put out for Communion
    - Choose a family to bring up the Offertory Gifts
    - Special duties / changes to procedures required for Mass & relaying to the other ushers
  - Coordinate the closing of the side-front doors when Father sends the mass commentator up
  - Ensure Mass Headcount is written on the appropriate space on the sign-in sheet
  - Coordinate the adjustment of the number of hosts & amount of wine based on the Mass count
  - Coordinate the chosen family for the delivery of the offertory gifts
  - Coordinate getting ushers in position for offertory collection & proceeding up isles in unison
  - Ensure collection money is deposited in the safe
  - Ensure ushers proceed back to their stations and proceed in unison to the front of their assigned isles after the EM's go up onto the altar for communion
  - Ensure ushers proceed to their stations after communion & open front doors after recessional
  - Coordinate the distribution of bulletins and the end of Mass
  - Coordinate the picking up & straightening of the worship area after Mass

# St Francis of Assisi Usher Ministry

## Head Ushers (Con't):

- ❑ The current Head Ushers for the various masses are as follows:
  - Saturday 5 PM – Ralph Brown
  - Sunday 8:30 AM – Don Dyson
  - Sunday 10 AM – Bill Sholar / Tony Roso / Ruby Satrio
  - Sunday 11:30 AM – Tony Silvestro
  - Sunday 6 PM – Michael Elwell

## Remember:

- ❑ You are the first person and the last person that visitors and members alike meet
- ❑ Part of your ministry is hospitality, greeting, and welcoming
- ❑ Familiarize yourself with The Order Of Mass
- ❑ Set an example for the Assembly by knowing and accurately performing the prescribed Posture & Gestures during Mass
- ❑ Consider reading the Mass readings BEFORE Mass – they are available on-line here → <http://www.usccb.org/nab/>
- ❑ You are in charge of the Assembly; if there are problems they will come and see you. If they have questions, they will ask you first. Because of your ministry during Mass, you are seen and easily recognized as an “Official” person, someone who is there to take care of the Assembly and make sure all is well with them.
- ❑ Be aware that the Priest is trying to prepare himself for Mass. Direct any problems or questions to the Mass Coordinator(s).

## References:

- ❑ *General Instruction of the Roman Missal*: <http://www.usccb.org/liturgy/current/GIRM.pdf>
- ❑ United States Conference of Catholic Bishops (USCCB) Bishops' Committee on the Liturgy site:
  - The Worshipping Assembly at Mass: <http://www.usccb.org/liturgy/girm/bul1.shtml>
  - Ministries and Roles at Mass: <http://www.usccb.org/liturgy/girm/bul2.shtml>
  - Postures and Gestures at Mass: <http://www.usccb.org/liturgy/girm/bul3.shtml>
  - Hearing the Word of God at Mass: <http://www.usccb.org/liturgy/girm/bul4.shtml>
  - The Reception of Holy Communion at Mass: <http://www.usccb.org/liturgy/girm/bul5.shtml>
  - The Eucharistic Prayer: <http://www.usccb.org/liturgy/girm/bul6.shtml>
  - Questions & Answers: <http://www.usccb.org/liturgy/q&a/index.shtml>
- ❑ Catechism of the Catholic Church: <http://www.usccb.org/catechism/text/>
- ❑ The New American Bible: <http://www.usccb.org/nab/bible/>
- ❑ Guide for Ushers and Greeters – Liturgy Training Publications (GUG)

## Schedule, Distribution Lists, etc.:

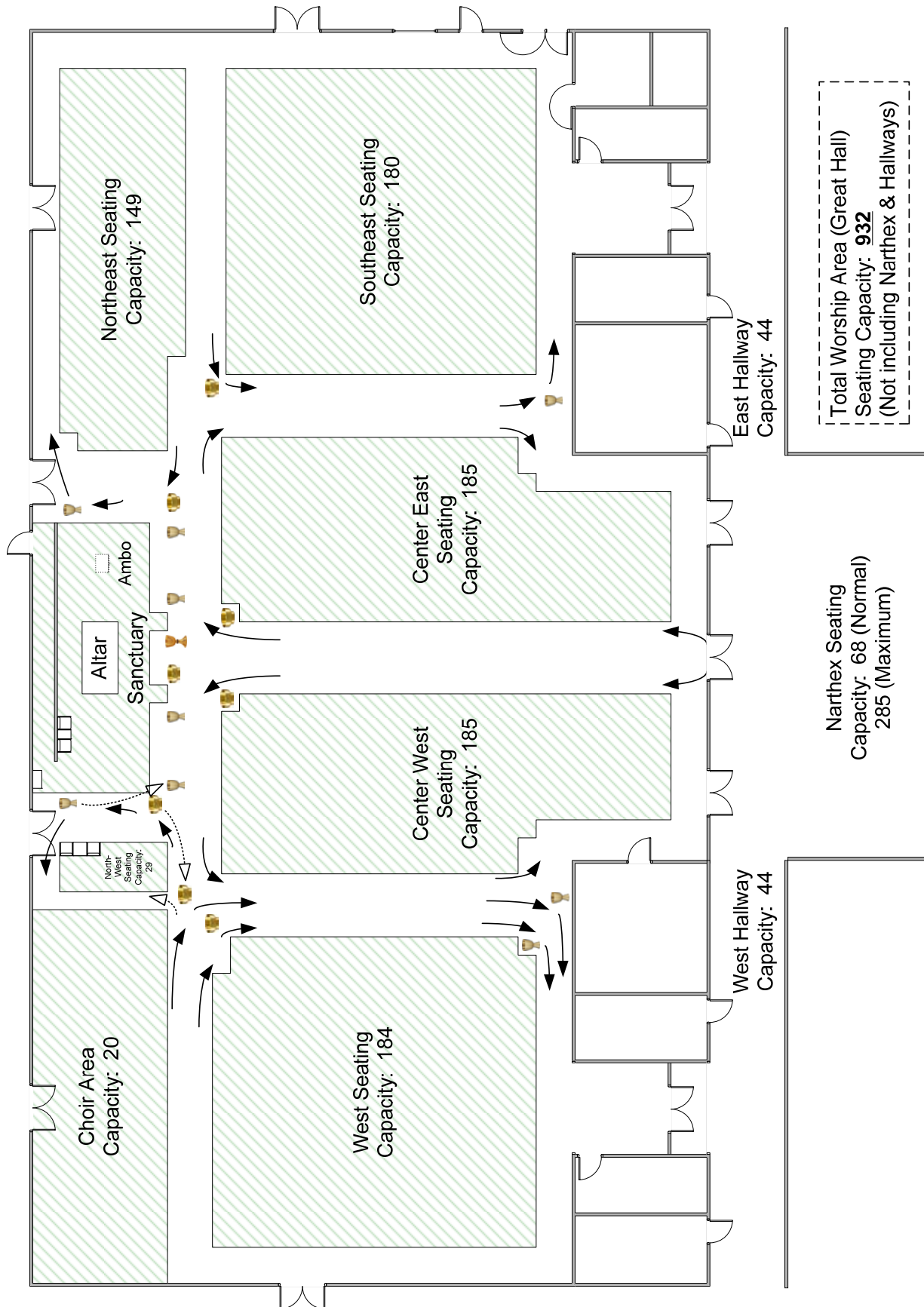
- ❑ The Liturgical Schedule is done on a quarterly basis. You will receive an e-mail from [sfoaliturgysched@grandecom.net](mailto:sfoaliturgysched@grandecom.net) when we are getting ready for the new schedule requesting your unavailability dates for the upcoming quarter – no response = no restrictions!
- ❑ You are responsible for obtaining a substitute if you cannot serve when scheduled
- ❑ The Usher Yahoo! Groups Distribution List e-mail id is: [stfoafrisco\\_usher\\_list@yahoo.com](mailto:stfoafrisco_usher_list@yahoo.com) (only members of the group can use it)
- ❑ All Liturgical Minister Yahoo! Groups Distribution List e-mail id: [stfoafrisco\\_liturgical\\_minister\\_all\\_list@yahoo.com](mailto:stfoafrisco_liturgical_minister_all_list@yahoo.com) – Can only be used by the Liturgy Commissioner & Director of Liturgy, to send communications to all ministers, including the schedule.
- ❑ In case you misplace your schedule, it is also available on-line at [http://www.stfoafrisco.org/liturgy\\_commission.asp](http://www.stfoafrisco.org/liturgy_commission.asp)
- ❑ If your e-mail id changes, please send an e-mail to [sfoaliturgysched@grandecom.net](mailto:sfoaliturgysched@grandecom.net) with both the old and new e-mail ids so that the distribution lists can be updated

## Questions:

- ❑ Contact Usher Coordinator Tony Silvestro
  - Phone: 972-335-6966
  - e-mail: [tsilves@grandecom.net](mailto:tsilves@grandecom.net)

# St Francis of Assisi Usher Ministry

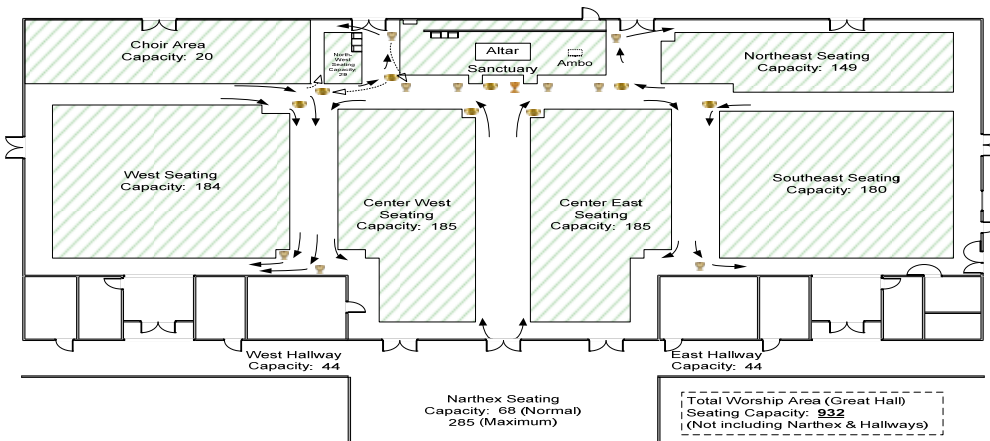
## Worship Area diagram:



# St Francis of Assisi Usher Ministry

## Example Host Calculation Table:

Host Calculation (80% of Mass Count + 100)	
Mass Count	Final Number of Hosts
200	260
225	280
250	300
275	320
300	340
325	360
350	380
375	400
400	420
425	440
450	460
475	480
500	500
525	520
550	540
575	560
600	580
625	600
650	620
675	640
700	660
725	680
750	700
775	720
800	740
825	760
850	780
875	800
900	820
925	840
950	860
975	880
1000	900
1025	920
1050	940
1075	960
1100	980
1125	1000
1150	1020
1175	1040
1200	1060



# St Francis of Assisi Usher Ministry

## Example Sign-In Sheet:

Week of 10/03/09 & 10/04/09 Saturday 5 PM Mass			
Ministry Facilitator:	MINISTER NEEDED	_____	
Sacristan:	MINISTER NEEDED	_____	
Mass Commentator:	MINISTER NEEDED	_____	
Lector 1:	MINISTER NEEDED	_____	
Lector 2	MINISTER NEEDED	_____	
Altar Server:	MINISTER NEEDED	_____	
Altar Server:	MINISTER NEEDED	_____	
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Initial Number of Hosts:	_____	(Total Consecrated + Unconsecrated)	
Final Number of Hosts:	_____	(See chart on facing page)	
Mass Count: (See diagram on facing page)			
Choir (20):	_____		
Northwest (29):	_____		
West (184):	_____		
Center West (185):	_____		
Center East (185):	_____		
Northeast (149):	_____		
Southeast (180):	_____		
Narthex/Hallways:	_____		
Nursery:	_____		
Children's Liturgy:	_____		
Ushers:	_____		
Grand Total (932+):		<== Enter Total Mass Count Here	
Rule of thumb for wine:	Fill about one-third (to widest part just as starts to narrow/taper) for 500; two-thirds to three-quarters for 1,000; Estimate for numbers below, between, or above.		
Host Calculation (80% of Mass Count + 100)			

# St Francis of Assisi Usher Ministry

## Additional Information:

### **History:**

The ministry of ushers is the oldest lay ministry in the Catholic Church. The ushers of today have descended from a long line of people of God who have gone before them. During the time of Christ, the doorkeepers of the temple numbered in the hundreds and were the forerunners of today's ushers.

The more immediate predecessor of today's usher can be found in the clerical order of porter, instituted in the 3rd Century A.D. During those times, it was the duty of the porters or ushers to guard the door of the church against any intruders who might disturb the service. The porter duties were so important that they came to be included in the rite of ordination, where they were specified as: "to ring the bells, open the church and sacristy, to open the book for the preacher." In 1972 Pope Paul VI abolished the order of porter and this important task was given over to the laity.

While today's ushers don't ring bells or open the church, their primary duties and responsibilities include greeting and welcoming parishioners as they enter the church, help them to find seats, taking up the collection and wishing everyone a good day at the conclusion of the Eucharistic Celebration.

### **General:**

Every liturgical ministry is established to assist the worshipping community in participating at each parish celebration. Ushers serve in a variety of ways, including collection of the weekly offering, assistance with the Communion procession, greeting parishioners and offering them assistance in finding a seat close to the altar, readying the Gifts, and selecting someone to present the Gifts at the altar. It is the responsibility of all Ministers of Hospitality to make sure that the church is presentable. Since the roles and responsibilities of the Usher is vital to the smooth flow of the liturgy, only trained Ushers are scheduled on a rotating basis by the Office of Liturgy.

Ushers are the first church members someone sees upon entering the doors of the church. Ushering at St. Francis of Assisi provides an excellent opportunity to help visitors; special guests and regular members have a warm feeling for having attended our church.

The primary function of ushering at St. Francis is to assist the clergy, serve the needs of the congregation and make the Mass flow as smoothly as possible. Ushers assist in taking up the offering, and during the Eucharist among various other duties. Generally speaking, the ushers' role is to help the Mass run like clockwork. Currently the Usher Ministry will follow the enclosed process of ushering. Training sessions are provided periodically at this time. Ushering is open to men and women of the church, preferably those ages 16 and over whom are knowledgeable with the Liturgy and who have been **Safe Environment Trained & Cleared**.

### **Mission:**

Our mission as usher at St. Francis of Assisi is that of hospitality. Our service is making parishioners and guests feel welcome and comfortable as we gather for our Eucharistic celebration. Our ushers are able to see the presence of Christ in each person as they arrive.

### **Qualities / Duties of an Usher:**

This ministry is open to all parishioners; men and women; senior citizen, parent and teenager, who are active, practicing Catholics in good standing with the Church. Ushers are friendly people who welcome all ages and nationalities. Their faith enables them to see Christ's presence in individuals and in the gathered community of believers. Ushers are honest and dependable. They can handle emergency situations with courage and composure. They carry a dignity about themselves even when performing menial tasks. Those duties include:

#### **Duties:**

- Greeting parishioners as they enter for worship
- Selecting a family in conjunction with the Mass Coordinator to make the Offertory Presentation
- Assisting in the seating of parishioners and guests
- Coordinating the Offertory Collection
- Providing the weekly bulletin to members of the congregation
- Cleaning up the church after Mass, collecting excess bulletins and papers left behind
- Handling emergency situations with courage and composure