

USHERS

1. Arrive early and let the greeters know you are present. Stand near the back of the church to aid late arrivers to identify seating.
2. After the petitions go to the back of the Church and get the six round baskets from the basket table for distribution to the various points in the congregation.
3. **Proceed down the center aisle. Bow to the Altar. Hand a basket to the first person in the center section of the Church. Proceed across to the outer sections of the Church, handing a basket to the first person in each of the two sections. This is done one on each side of the center aisle. Go to the back wall of the Church, watching for the baskets to make their way to the last pew in each section collecting the basket from the furthest section and progressing toward the middle aisle. Gather up the three baskets and go to the basket table. Make sure not to ignore anyone including the children and the music area.**
4. Combine the monies from the round baskets into the rectangle basket. Return the round baskets to the basket table.
5. When Father/Deacon is ready to receive the gifts, one usher proceeds down the aisle ahead of the gift bearers carrying the rectangle basket. Stop immediately past the front pews, and hand the basket to Father/Deacon. Step aside to make room for the gift bearers to advance for presentation of the offertory gifts. When Father/Deacon receives the offertory gifts, all should bow to the Altar and then return to your seat.
6. Keep the sanctuary doors closed.
7. **As the recessional forms, the ushers should pick up the bulletins from the basket table, open the sanctuary doors, and stand near the gifts table to distribute the bulletins.**
8. Put the extra bulletins on the gifts table.
9. **The usher who was responsible for presenting the collection basket to Father/Deacon also is to take the monies from the Altar step to the Sacristy. The monies should be placed in a bank deposit bag in the locked cabinet in the Sacristy.**
10. **If Greeters need help – please ask special needs persons (wheel chair bound and others) if they need communion brought back to their seat. If they do please inform Father or Deacon of where they are sitting.**

NOTE:

If you are unable to fulfill your ministry as Usher at the appointed Mass time, please find a replacement. Do not expect the greeters or Deacon to find a replacement for you.

Thank you for your service!