

Usher (Hospitality) Ministry Protocol

1. Before Mass

- Arrive 20 minutes before Mass – Dressed properly! No shorts or sweatpants
- Check for any special instructions (2nd collection, reserved seating for Anniversary/Baptism, etc.)
- Check wooden usher cabinet for collection bags. Put the appropriate Mass bag (4:00pm, 8:00am or 10:00am) in large collection basket.
- Open all doors to Church. Assist parishioners as necessary.
- Position one Usher at the Elevator door, one at the Gathering Area door, and 2 Ushers in the back.
- Watch for handicapped and elderly that need help AND OFFER help

2. Start of Mass

- Once the lector begins announcements, close all doors to the Church.

3. Collection

- Proceed to front pews during Intercessions of Faith (Prayers of the Faithful).
- One usher on each side and two ushers for center aisle. (see back for more details)

4. At start of Communion

- Open doors to elevator and place bulletins in aisle holders.

5. 2nd collection

- Starts when presider sits down after Communion.
- Follow same procedure used with the regular collection.

6. After Communion/2nd Collection

- Open all other doors to the Church (Gathering Area, St. Joseph Statue & Main doors).

7. After Mass

- Distribute bulletins at all exits and assist parishioners as necessary. (see back for more details).

Special Notes

Collection Procedure details:

- Once the intercessions are completed, begin collection.
- Present basket to each pew.
- Each usher places all envelopes and money in large collection bag.
- Secure bag with colored tie.
- Using the side aisle by St. Joseph, 2 ushers take collection bag up, bow to the main altar and put collection bag into the locked wine closet in the sacristy.

After Mass:

- Please walk through the rows of pews, pick up any stray hymnals and paper and return to proper place. Also put kneelers in upright position.
- Any "lost and found" items should be placed in the box labeled "Lost and Found" in the entry at the rear of Church (bin located on small table by choir loft stairs).
- After 4:00pm & 8:00am masses – put remaining bulletins back in box in wooden usher cabinet.
- After 10:00am mass – put remaining bulletins in aisle holders.

Emergency Information:

- Phone in Sacristy; and on shelf in front of Church by St. Anne
- Clean up material – wooden usher cabinet in rear of Church
- Diabetes supplies – sugar packets
- Defibrillator – wall between men and women bathroom in Gathering Area
- Fire Extinguishers – main entry in the rear of Church by choir loft stairs; Gathering Area on wall by coat hangers; Gathering Area near Sacristy.

