

St. Maximilian Kolbe Church

Standard Usher Procedures

updated 7/2021

*At all times our goal is, while maintaining reverence to the liturgy,
to be attentive to the needs of the people before, during and after Mass.*

General guidelines

- **Dress code:** All ushers should be dressed appropriately for Mass. Dress code for all liturgy ministers can be found on the website. The dress code should also be followed for the gift bearers.
- **Emergencies:** “any medical emergency we call 9-1-1”.
- **Clean up:** Should the situation arise, it is the ushers’ responsibility to help any parishioner in their time of need. This means if someone should get sick, faint or any other issue where help is needed, we are the first to help, support and clean up.
 - The maintenance closet has the necessary supplies to enable us to take care of these situations.
- **Bathroom Supplies:** If it is brought to your attention that the bathrooms are out of paper products, it is our responsibility to replace. Additional supplies are found in the maintenance closet, across from bathrooms should the situation arise.

Before Mass

- Arrive 20 – 30 minutes before Mass begins.
- Sign-in at the binder located at the corner counter in the gathering area.
- Find your name badge and wear it (**If you need a badge, contact Dave Flanagan – ushers@saint-max.org.**)
- Ensure the church doors are open and lights are on in the worship space, gathering space and by the bathrooms.
- Look for notes specific to the weekend, or a specific Mass, on the back table and at the sign in binder (re: wedding anniv, other special rites)
- Double check to make sure the bulletins (children’s and regular) are set out on the tables as they should be.
- Greet parishioners in the gathering area, as they begin to enter the church.
- Recruit a family or enough volunteers to bring the gifts to the altar during collections, (currently 2) and give them instruction cards from basket on usher table.
- Check to see that speakers are on in the gathering space.
- Check for any disabled individuals and ask them if they want Communion brought back to them.
- **8am Mass ushers should be sure the doors at the bottom of the ramp have been propped open for the day.**

Beginning of Mass

- **Once the Entrance Hymn begins, close the two center doors. Keep the side doors open for people to come in. It is just fine for people to come in on either side while the clergy are lined up or processing down the center aisle.**
- All other ushers should be seating parishioners in their assigned sections.
- When some RCIA rituals, or other special rites take place, Mass begins at the baptismal font; this requires the center doors being closed to traffic before the Entrance Procession. Special instructions will be given in advance.
- Occasionally some coordination regarding the Communion procession will need to be made with the EMHC Captain. They will let you know if there are any changes with which you can assist.

During Mass

- Head usher or his/her designee remains standing at the back of church throughout the Mass as to be easily accessible to any needs that arise.
- Ushers remain at their stations to seat late comers until the conclusion of the second reading. They may then sit with their families.
- **All doors to the church close at the start of the Alleluia. If there are still people coming in to Mass at this point, you may leave one door on each side open. However, if the noise in the gathering space during Mass becomes too loud, all doors should be closed.**
- Ushers may seat people during the readings as is needed.

Presentation of the Gifts

- Currently, no baskets are being passed out to take up a collection, so there is no need for organizing a formal collection.
- At about the time of the creed, an usher or the head usher meets the family bringing up the gifts, at the back table and assists them. The usher also lets them know when it is time to start walking down the aisle towards the deacon.
- The same usher then places a large wicker basket on each worship aid table to collect used worship aids for the next Mass. Since so many people leave early, it is helpful if this is done during the Presentation of the Gifts instead of after Communion.

Distribution of Holy Communion

- After all EMHC's have received Communion you should go to the rear of your designated sections and help any parishioners whom may need help receiving Communion, or direct EMHC to individuals who are unable to go to the EMHC for Communion. Typically, they or head usher will approach you before Mass begins, letting you know they need Communion brought to them. Or kindly ask someone in a wheelchair, or other nature of immobility if they would like Communion brought to them.
- The head usher directs Communion to the center aisle from the gathering space and Parents Alcove and makes certain any disabled persons who request Communion are served.
- The ushers also assist those sitting in the chairs on the perimeter to find the most convenient procession line.
- Ushers receive Communion after the last parishioner in your section has received.
- **Once the last prayer has been finished, and the Deacon has announced, "Mass has ended" open all the rear doors of the Church.**
- Ushers should make themselves available to answer questions. New parishioners often ask for parish registration forms, which are included in packets in the brochure display boards next to the office. Be sure to welcome new families who ask for such information and encourage them to become involved in parish ministries.

After Mass

- After the majority of people have left the worship space, using the key to the cabinets and the large basket above the safe, unlock each cabinet and empty their contents into the large basket.
- **ALWAYS** - two ushers take the consolidated basket to sacristy to bag collection and put into safe.
- If there was a second collection, place the contents of that collection basket in the appropriately marked bags in the sacristy.
- A minimum of two (2) ushers should go back into the Church after Mass and tidy up for the next Mass
 - Set out fresh stacks of worship aids on both tables, ready for the next Mass.
 - Occasionally, worship aids will need to be refolded from the previous Mass to make sure we have enough for the next Mass.
 - Any left articles in the pews brought to lost and found (located at the bottom of the ramp leading to the classrooms), and all "*Sunday's Word*" books are put back at rear table.