

USHERING PROCEDURES

Thank you for being an Usher!
**Your ministry is key in making people feel welcome at our masses,
and enabling the activities during mass to flow smoothly.**

Thank you!

We encourage you to receive CPR certification, which we offer periodically at St. Pius X.

Please try to arrive 15 minutes early, to help welcome people and lead them to their seats as needed.

UPON ARRIVING:

1. Check in to see if ushers are needed for the Mass you are attending. Please take a cross from the ministers check-in board
2. Wear your name tag.
3. Make sure baskets are in place in the church. Baskets are stored in the small tables on either side of the double doors.
4. As the church becomes crowded, help people to find seating! No one should stand or sit in the doorways.

PROCESSION: Close double doors behind procession and until procession is finished, direct late-comers to side doors. Place Intention Book on Offertory Table at beginning of center aisle.

At least one usher should be visible at all times during Mass, either by sitting in the designated pews or standing in the back.

COLLECTION: At beginning of the Intercessions, take position at the rear of your starting aisle (two Ushers at middle aisle, and one each at the far right and left aisles.) At the end of the Intercessions, proceed in unison to the front pew, bow, and begin the collection. Hand the basket to the first person in the pew. As the basket is handed from person to person, help as needed to move the basket from one pew to another. Complete the collection in each aisle of your section A, B, C, or D (see diagram that is in vestibule), and return to the rear of the church and empty contents into the large basket. When all Ushers have emptied their baskets, one Usher carries the offering forward and places it at the foot of the ambo.

Usher in section A also takes collection in Cry Room, and Ushers in sections C and D take collections in overflow area when it is used.

Please try to make an extra effort to offer hospitality to people by helping them find seating, especially when the church is crowded.

COMMUNION: During the Sign of Peace, take position at the rear of Communion aisles. As ministers distribute communion to the eucharistic ministers on the altar, Ushers come forward in unison and take their positions at the front of the Communion aisle for their sections. When eucharistic bread and cup ministers are in place to distribute Communion, Ushers then start each row, taking each section in the numbered sequence shown on the diagram in the vestibule. Ushers are the last ones to receive communion. If there is any person in your section wishing to take communion but unable to walk forward, take the minister from whom you receive back to that person.

END OF MASS: Following communion the Ushers should place bulletins in the East and West exit racks, return to the vestibule to open the doors, and be ready to hand out bulletins. Bid a warm farewell to parishioners as you hand them a bulletin (a simple "thank you for coming" or "have a nice day" would be nice).

At the end of mass, after the words of dismissal, one Usher should go to the front of the ambo, pick up the collection basket, and proceed midway down the center aisle with the other ministers in proper order (Cross/Youth Altar Ministers, Usher, Lectors, Altar Ministers, and Presider). Turn and face altar. Bow when everyone else bows; turn and follow youth servers out of the church. (If there is no cross bearer, Usher leads the procession out of the church.)

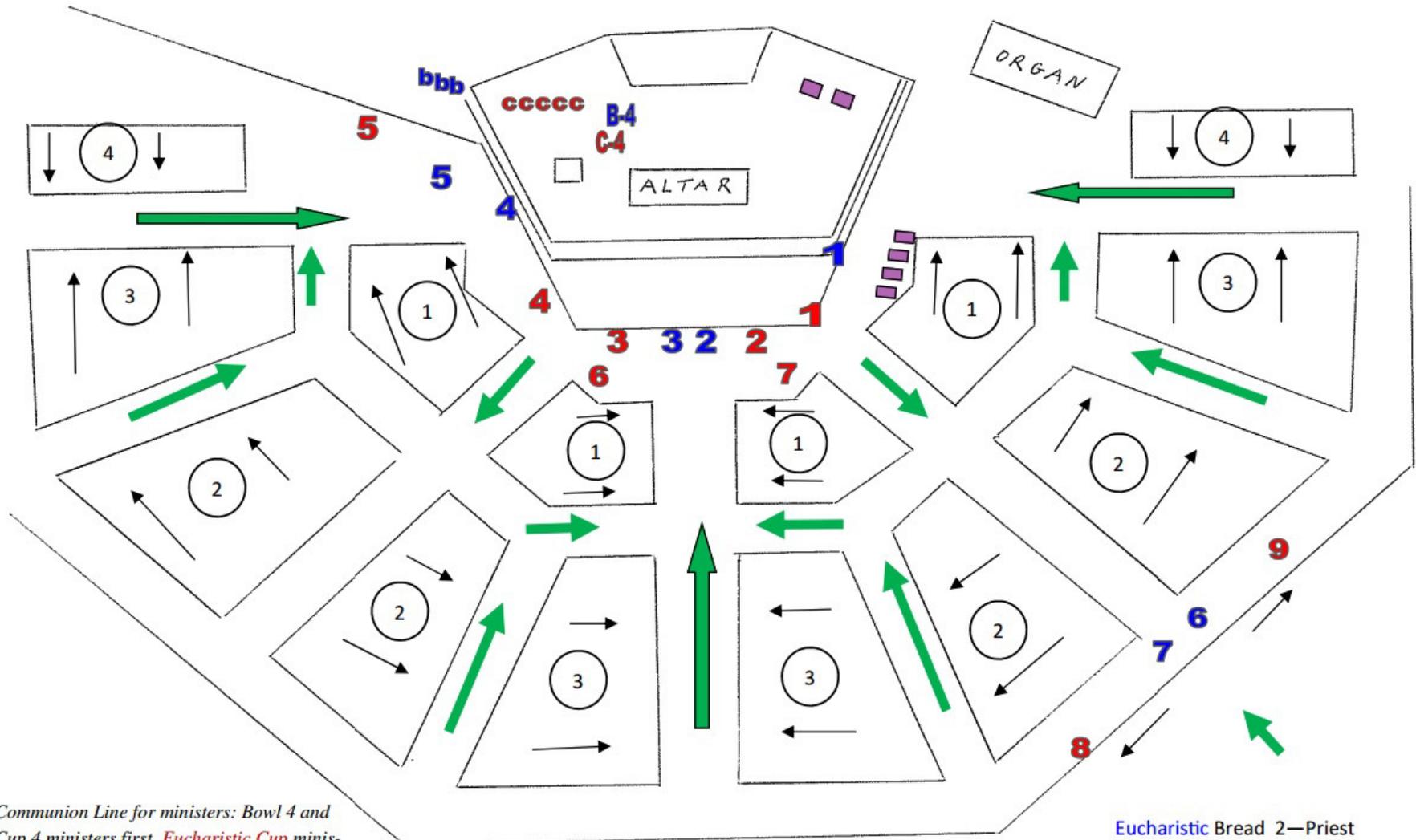
Before leaving, remove any clutter in the pews. Ushers at the Sunday 5:30pm Mass should return collection baskets to the ushers room.

COLLECTION MONEY: After Mass, an Usher proceeds with the money to the sacristy and, together with the sacristan, places the money into a tamper-proof bag, seals the bag, and signs a receipt for the bag. Two people must be present with the money – never one person alone. Two people, perhaps an Usher and the sacristan, then take the money to the safe in the Parish Office building.

***Thank you for
your ministry!***

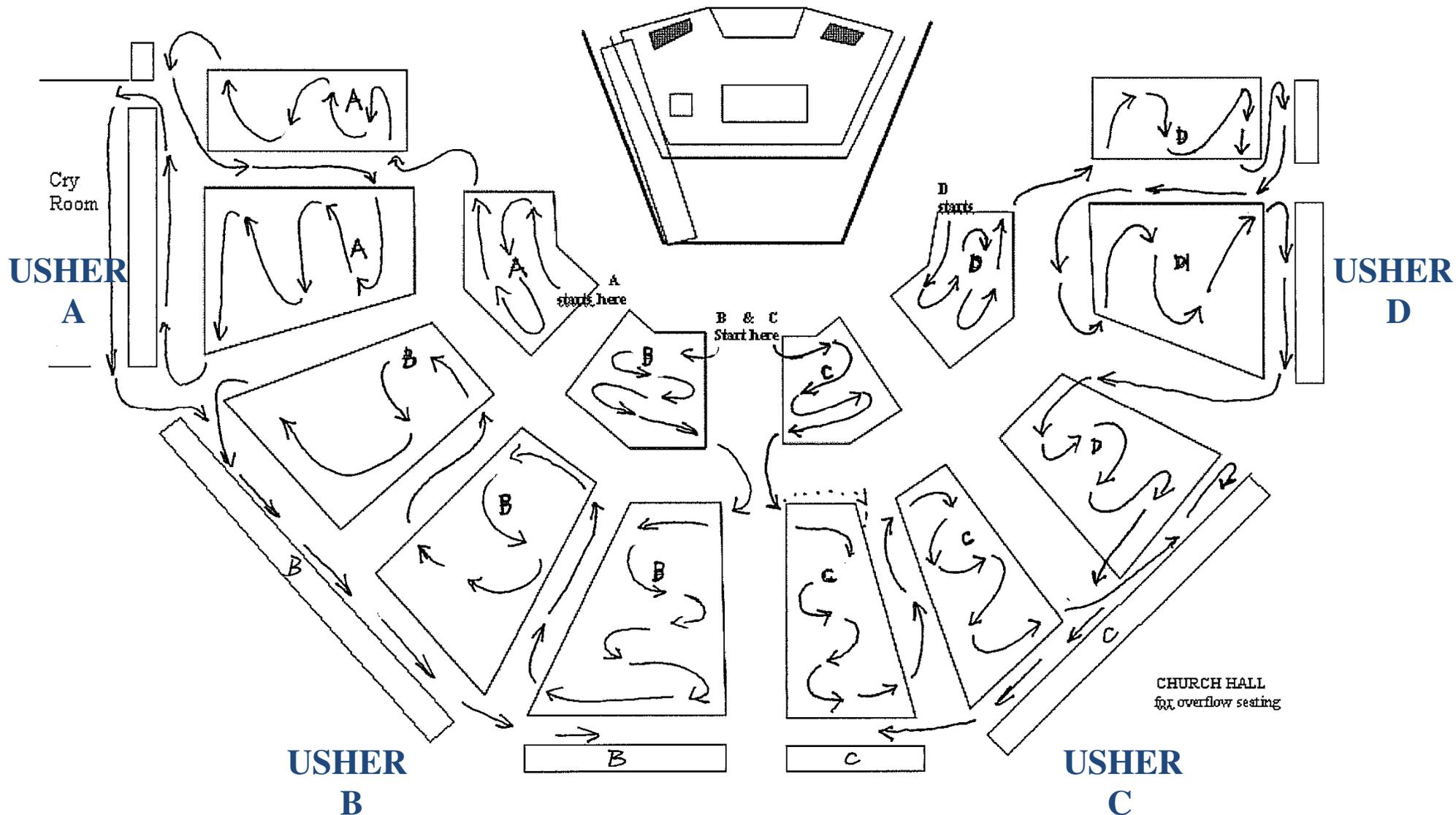
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Map for Communion



Communion Line for ministers: Bowl 4 and Cup 4 ministers first, Eucharistic Cup ministers, then Eucharistic Bread ministers. Once you have received communion, step up to the altar to receive your cup or bowl. Proceed directly to your station.

- Eucharistic Bread 2—Priest
- Eucharistic Bread 4—Assist at altar
- Eucharistic Cup 4— Assist at altar



Taking up the Collection