

**Before Mass**

Be mindful of the church calendar and the messages found in the scripture readings of the day. Ask the Holy Spirit to guide your deeds and actions.

Arrive 20 minutes before Mass.

Affix your name badge.

Check for special instructions (Second Collections, Baptisms, etc.) posted in the Ministers Room.

The core of the Usher ministry is welcoming and assisting people. Be available in the major foot traffic areas before Mass and welcome all with a smile. Hold doors as necessary, but refrain from propping the doors open to minimize the loss of heat or cooling. If the doors are propped open, be sure they are promptly closed by the beginning of Mass, and immediately after the major foot traffic clears after Mass.

Monitor the Emergency lanes near the main entrance to the church to ensure parked vehicles are not blocking these vital areas.

Offer thoughtful and compassionate assistance to families with young children, those with wheelchairs, walkers, and so on. Keep in mind that even those with disabilities strive for independence and may refuse assistance.

Do not seat people in the Choir area. It is reserved for musicians and choir members only.

Help those seeking registration forms, a Mass schedule, restroom locations, or general information.

Invite a family or group to take the Offertory gifts to the Sanctuary. Try to avoid having Ushers present the Offertory gifts.

During Mass

At the beginning of Mass, close the door leading to the church annex. Except for traffic to and from the annex during Mass, the door is to remain closed until the end of Mass.

Please refrain from seating late-comers except in the back rows. Do not seat late-comers in the Choir area. Additionally, please hold back late-comers from seating themselves during the readings. It is appropriate to seat latecomers during the Gospel Acclamation (Alleluia) or immediately after the Gospel is proclaimed (before the Homily).

Participate fully in the Mass as a member of the Assembly. Refrain from talking that does not relate directly to the Mass or to the comfort, safety and security of the Assembly.

Offer thoughtful and compassionate assistance to parents seeking a quiet place to soothe young children. Guide parents to the church annex where there is corridor space to walk children. The library area in the church annex has comfortable seating. The vestibule at the main entrance provides a glass enclosed area where parents can continue to see and hear the Liturgy.

Count and record all those in attendance including the Presider, Deacon and Servers. The count should include those exiting for the Children's Liturgy of the Word.

Distribute collection baskets to the Assembly, and then consolidate the collection in the back of Church. With TWO Ushers present, place the consolidated collection directly into the safe in the Sacristy.

Coordinate the Offertory Procession. Gifts are presented in this order: Collection Basket, Wine, Water and Bread.

Direct the Communion procession. Coordinate with Extraordinary Ministers of Holy Communion to make the Body and Precious Blood available to those unable to participate in the Communion procession.

After Mass

At the end of Mass, distribute the Weekly Bulletin at the doors.

Retrieve the Offertory collection basket from the Sanctuary and return it to the back of church for the next Mass.

Straighten pews, collect programs and return to the baskets at the doors. Collect and return missalettes to the storage areas at the doors. Place lost items in the Usher's Closet (located next to the Men's Restroom). Check the cleanliness of the restrooms before and after each Mass.

In The Event Of Emergencies

There is a telephone in the Sacristy; you must dial "9" to get an outside line.

A First Aid Kit, bottled water and juice boxes are stored in the Ministers Room.

A CPR Defibrillator is located on the wall near the entrance to the Lady's restroom.

A Wheelchair is stored in the Ministers Room.

Thank You!

Thank you for your service to the St. Henry community. Your attentive and thoughtful service greatly adds to our liturgical celebrations.