

USHER Instructions

Ushering is an important ministry to St. Pius X and should be viewed as a "**Ministry of Hospitality**" - vital to inviting parishioners, newcomers and visitors to feel welcome at the Eucharistic celebration.

If you are unable to attend on a given day, it is your responsibility to phone and find a replacement. (See the Ministry Contact List)

Ushers should be at church 20 minutes before their assigned Mass time.

Check your name off on the Ministry List on the bulletin board.

- The Mass Steward may have found a replacement if a scheduled minister arrives late. If a replacement has been found, graciously take your seat within the congregation.

Put on your "**Usher**" Pin so that you are easily identifiable. An Usher Pin has been prepared with each Usher's name and they are stored in the top drawer of the brown cabinet in the centre area of the Church vestibule. Ushers are asked to dress appropriately.

The ushers will determine 1 person to administer the Mass (i.e.: adequate number of ushers, ensure the collection is in the proper location, ensure appropriate doors and windows are open/closed and unlocked/locked).

An usher performs the following duties:

- Extend a sincere **WELCOME** to all parishioners and visitors upon their arrival and **offer assistance** for seating if they wish it. (Some prefer not to be helped).
 - * In order to ensure a welcoming community, make sure to welcome everyone and nobody sits down without having been greeted or welcomed.
- Invite visitors to sign our Guest Book
- **Be aware** of special notices for the day so that you can **answer questions** (e.g. ticket sales, continental breakfasts, etc.). [information is available from the Newsletter and bulletin, the Mass Steward will be aware of any updates]
- **Be available** for questions.
- Open or close **windows and doors**, depending upon the weather.

- When people arrive late, **help** them to be seated.
- Close inside glass doors if the vestibule area is noisy. (Quite often parents with young children will use the foyer as a type of crying room. If that occurs, please close the inside glass doors and re-open them when things quiet down and at Communion time. Please note that it doesn't help a whole lot simply to close one of the glass doors. They ALL need to be closed).
- Take the **Offertory Collection**.

Procedure for Offertory Collection: Please familiarise yourself with this procedure.

- ❖ At the time of the Prayers of the Faithful the ushers should be standing at the aisle entrance ways with the baskets.

Main Floor

1. When the Offertory song is started, two Ushers proceed down the centre aisle with 2 baskets each & two Ushers proceed down the side aisle with 1 basket each.
2. Each Usher gives a basket to the person nearest the aisle
 - centre aisle pass to their respective sides
 - side aisle ushers pass to the window side.
3. Parishioners will pass the basket to the person beside them and when the baskets reach the aisle they will pass the basket back to the row behind them. This should proceed as shown in the diagram.
4. The two Ushers in the centre aisle then take their 2nd basket to the 5th row (from where you started the first) and give the basket to the person nearest the aisle, and the basket will move in the same manner as the first basket. (see diagram below)
 - Wait here until the first basket reaches you. Then take the first basket to the back for the offertory procession and put a **token (a few dollars is adequate) CASH ONLY offering (DO NOT INCLUDE any contribution envelopes)** in the Offertory Basket.
 - Wait at the back of the Church for the second basket to reach you. If the 1st row is not used (as is often the case) the baskets will end up at the side doors instead of the centre. If this is the case, please wait at the side door.
5. All Ushers should keep an eye on the congregation to ensure that the basket passes smoothly from one person to the next and that parishioners know what direction, or to whom they should pass the basket.

Balcony

1. The Ushers from the side aisle should take up the collection in the balcony.
 - Start with the pews closest to the front (Altar Side) of the church and work your way to the back (East side).
 - Pass the basket to the person nearest the front aisle. When the basket reaches the aisle, direct, or pass the basket to the aisle behind. Do this for each section, finishing up with the rows at the middle of the back of the balcony.

Handling the Collection once it has been gathered:

The Diocese of Calgary has instituted some procedures that will ensure the collection received is what is deposited. These procedures were instituted to protect everyone who handles the collection.

Do not leave the collection unattended.

Ushers bring their baskets to the vestibule where together with the Mass Steward they put all the collection into one basket (with the exception of a nominal cash amount placed in the offertory basket).

Any 2nd Collection needs to be kept separate from the regular collection so that it can be identified and accounted for whatever purpose the 2nd collection is taken. It is then handled the same way (as follows) as the regular collection.

The Mass Steward and one usher then:

* 5:00 Mass Put the collection in a large envelope, sign and date across the seal. Put the envelope in the safe and lock it.

* 9:00 Mass the Collection is locked in the Reconciliation Room during Mass. It should be brought to the office workroom to be counted after Mass.

* 10:45 Mass the collection is taken to the office workroom as soon as possible after it has all been gathered. *NB: DO NOT leave the collection on the desk unattended. If no one is there to receive it, lock it in the Reconciliation Room.*

- It is the **Mass Steward's responsibility to ensure that the Offertory Family** is in place and started down the aisle. However, if this does not occur, Please ask 2 people, or a family, or 2 ushers to bring up the gifts. (*The Offertory Procession should be started up the aisle as soon as the nominal cash only offering has been placed in the gift basket*).

Order of procession:

- Bread
 - Wine
 - Collection (or gifts)
- **Assist** the handicapped/elderly to receive Communion. Pay attention to the congregation to see if there is someone who may like assistance. Let the Eucharistic ministers know if there is someone who should receive communion at their seat.
 - Direct parishioners in **lining up for Communion**. The Usher should walk to the front as soon as the Priest has distributed the chalices to the Eucharistic Ministers.
 - **2nd Collection**: If there is a 2nd Collection, immediately start 2nd Collection after the ciborium is placed in the Tabernacle. It is not necessary to wait for the Lector's announcement, the 2nd Collection should already be happening.
 - During the final hymn of the Mass, prop open the main church doors for easier exiting of the congregation.

- **Personal distribution of Bulletins/Newsletter** at the end of Mass provides another opportunity to extend "St. Pius" hospitality.
- **Close windows/doors** (don't forget to check the balcony windows – parishioners may have opened them) as required after Mass.
- **Assist in cleaning up the church in preparation for the next Mass.** i.e. Put kneelers in the upright position, put missals neatly in the pew boxes, children's books in the library, etc.
- Ushers are expected to participate in the Mass as much as possible. The back pew is reserved for your use. **Sitting on the back tables or standing or walking outside during the Mass may not offer the best role-modelling example.** We ask that you be conscious of your conduct and how it may influence others. Thank you in advance for your prayerfulness and your participation.

THANK YOU FOR YOUR SERVICE!

