

# Guidelines for Ushers

## **Requirements:**

- At least 14 years old
- A Catholic who has received First Holy Communion and Confirmation, as well as one who leads a life of faith in keeping with the function to be assumed.
- Free from any canonical penalty legitimately imposed or declared
- Reverential, respectful of his/her faith, and of good moral character
- If married, be in a valid marriage according to the law of the Catholic Church

***Dress:*** Please dress in a manner which reflects the dignity of God. Athletic wear is not appropriate, you are expected to wear your “Sunday best” when serving in this role.

Please read the “Dear Henry” letter. This is how we want to make all who come to SJTE feel. Everyone should be welcomed with a smile and a hello. They should feel happy upon entering and leaving Mass AND look forward to coming back again.

## **Participation:**

- Join in the liturgy as part of the worshipping assembly!
- During the Sign of Peace, be especially alert to the presence of newcomers or visitor and extend a greeting to them.
- Be conscious of those with a physical disability or who cannot join in the Communion procession. In an inconspicuous way, bring their location to the attention of a Eucharistic Minister.
- Be prepared for emergencies: know the position of the fire extinguisher & defibrillator; locations of fire exits; a telephone to call 911 in a medical emergency, etc.

## **Responsibilities:**

- Arrive at least 15 minutes before the Mass starts.
- Sign your name on the printed schedule in the Ministry Schedule - White Binder in the Sacristy upon arrival.
- As people enter the church, identify a family or group of individuals (3 to 4 people) that would be willing to bring the gifts forward at the Offertory. The gift bearers should be advised briefly when to come to the back of the church and how to present the gifts. Please try to pick people that are dressed in a manner which reflects the dignity of God.
- Greet people and introduce new parishioners or visitors to one or two familiar members.
- Distribute bulletins after the Mass

### **During the Liturgy:**

- If the readings have begun, ask latecomers to wait at the back of the church until after ALL OF THE READINGS are read and then assist them to find seats. Try to do this with as much speed and little distraction as you can manage, all the time treating them with reverence and respect.
- The collection of money from the faithful is not just a practical matter designed to meet the financial needs of the parish, but as an integral part of the liturgy; it is their gift to meet the needs of the pastor and the church.
- During the Prayers of the Faithful, you should unobtrusively position yourself to your station, ready to collect from the faithful after the Presider's Closing Prayer. Once everyone is seated, you should proceed down the center/side aisles. Once you reach the front of the aisle, **you are to genuflect or bow** before passing the basket.
- After the collection is complete, you empty your basket in the one large basket in the back of the church.
- The gift bearers will be given the bread and wine to be presented to the Presider or deacon and escorted by altar servers.
- The first two gift bearers should present the gifts to the Presider or deacon and then step aside so that the remaining gift bearers can step forward.
- After the presentation of the gifts, all will bow their heads respectfully in unison toward the altar and then slowly return to their seats.
- At Communion, you should again, position yourself side-by-side in the back of the church in the center and side aisles. It is important to note the appropriate timing and maintain a proper pace as you approach the altar.
- When the priest or deacon turns to the first Eucharistic Minister of Holy Communion and presents the wine to him/her you should proceed down the aisles, bow your head toward the altar, and position yourself next to the edge of the first pew. Parishioners in the front pews are invited to communion as soon as it is obvious that the priest and Eucharistic minister are about to come around the altar to distribute communion to the assembly.
- Proceed one pew at a time towards the back of the church inviting parishioners in each pew to communion. Remember to invite parishioners standing in the back to communion.
- Please be alert to identify those parishioners who, due to medical or other reason(s) are unable to come forward to receive communion. In such instances, please identify the parishioner(s) to a Eucharistic Minister or Priest to insure they receive Communion.
- You should be the last in line to receive Communion.

### **After the Liturgy:**

- Hand out bulletins as people leave and say a word of appropriate farewell.
- If you are at the 845AM or 1045AM Mass, please invite people to stay for tea/coffee and/or donuts in the Heavenly Café.