

General Points for Ushers

Responsibilities

- Dress appropriately for your role
- Arrive at least 10 minutes prior to mass time.
- Check the sacristy for any special information.
- Reserve pews if needed.
- Check to see if the lights and sound control are turned on in the cry room, before mass begins.
- Check to see if there is a second collection.
- Seat people. Be attentive to seating needs (set up additional chairs as needed.)
- See that people have been designated to bring up the gifts.
- Picking up the collection: There should always be one usher going into the cry room while the other 3 ushers are receiving collections in the church.
- Ushering for Communion: Be attentive to expressing the invitation to receive communion however, be careful to avoid giving the impression that everyone should receive. People of other faiths or those who do not wish to receive may feel uneasy if we give the impression we expect them to do so.
- Distribute the bulletins.
- Secure collections in the safe.