

# **St. Catherine of Siena Church - USHER GUIDELINES**

PLEASE DRESS APPROPRIATELY – YOUR APPEARANCE WILL BE VIEWED BY ALL.

Gentlemen: Navy Blue Dress Blazer and Usher Badge Required  
Dress Slacks or Khakis and Neat Shirt

Ladies: Navy Blue Dress Blazer and Usher Badge Required  
Dresses, Skirts or Dress Slacks with Neat Blouse

**Please: No T-Shirts, Sweatshirts, Shorts or Jeans.**

**To help people identify you as an Usher, please always wear the Usher ID Badge that is issued to you. The Head Usher will make sure everyone has an Usher Badge at Mass.**

**Please arrive at your assigned Mass at LEAST 20 minutes before it begins and initial and/or check your name on the attendance sheet for your assigned Mass.**

## 1) GREET PEOPLE AT THE DOORS AND ASSIST IN SEATING THEM:

- Please open and close doors for people entering the Church. **REMEMBER: THE DOORS ARE TO BE CLOSED BEFORE AND DURING MASS UNLESS INSTRUCTED BY THE CELEBRANT TO DO OTHERWISE.** The center doors are to be opened and the bell rung immediately after the Celebrant and/or Deacon signals that they are ready to process up the aisle for the beginning of Mass. The doors are to be closed after they have started processing up the center aisle.
- Seat people in the front pews first and work your way to the back whenever possible.
- Be aware of empty spaces.
- Urge people to “Please move in” OR allow people to pass by them if they do not wish to give up their seat.
- Remember – People appreciate your welcoming and friendly manner,  
...But please do not be loud or boisterous.

***\*ONCE MASS HAS BEGUN PLEASE DIRECT PEOPLE COMING INTO THE CHURCH TO THE SIDE AISLES TO BE SEATED. SEATING PEOPLE FROM THE CENTER AISLE IS PERMISSABLE AS LONG AS IT IS NOT DISTRACTING TO THE CELEBRANT AND THE PEOPLE THAT ARE ALREADY SEATED. THANK YOU...***

## 2) \*ONCE FIRST READING HAS BEGUN:

- Ask people to please wait until reading is finished.
- When Responsorial Psalm is being read or sung – seat the people.

## 3) \*DO THE SAME FOR THE SECOND READING:

- When the Reading is finished, seat the people  
....JUST BEFORE THE GOSPEL BEGINS
- If the people come in during the Gospel, have them wait until it is over.
- After the Gospel – seat the people – just before the homily begins,  
...Priest will pause until everyone is seated.

## 4) ENCOURAGE PEOPLE TO TAKE A SEAT:

.....but if someone is unwilling to be seated – let them remain as they wish.

5) COLLECTION:

- Check to be sure whether there is one or two collection(s) each weekend.  
(See Monthly Collection Schedule on the board in Ushers room.)
- \*\*Take up the 1<sup>st</sup> collection as soon as the Offertory Song is announced.
- If there is no Offertory Song – such as the 8:00 Mass  
...take up the collection after the General Intercessions.
- \*\*The 2<sup>nd</sup> collection is taken up after Communion after the closing of the Tabernacle doors and when the Celebrant is seated. (You do not have to wait for the Celebrant and/or Deacon to finish with the purification of the Communion vessels if the Tabernacle doors have been closed already).

\*\*Please genuflect OR bow before passing the collection basket down the first pew.

6) PLACE ALL COLLECTION MONIES IN TAMPER PROOF CASH BAGS (TPCB):

- Bring all Collection baskets to the rear of the Church foyer (narthex). Put all monies in the pre-labeled TPCB for your Mass. After all monies have been deposited in the bag the Head Usher/Associate Head Usher should insure that the TPCB labeled strip is inserted into the bag and then sealed with the adhesive strip after removing the protective tape.
- The TPCB should be escorted by two Ushers into the Sacristy and deposited into the “Drop Safe.” Make certain that the bag falls into the safe after closing the door by re-opening the “Drop Safe” door to examine that the TPCB has fallen completely into the safe.

7) AT COMMUNION TIME:

- Please proceed up the aisle AFTER the Celebrant consumes the Bread & Wine. Upon arrival at the front of the Church, wait until ALL Ministers of Communion are at their distribution stations before allowing people out of the pew to receive Communion.
- Assist people exiting the remaining pews and maintain a steady flow to the Communion stations. Allow up to two (2) rows at a time if necessary.

8) GIVE BULLETINS OUT AS PEOPLE LEAVE:

- PLEASE AVOID STANDING AROUND READING THE BULLETIN BEFORE MASS BEGINS.
- Please discourage people from taking a Bulletin before Mass.

9) DISTRIBUTING BULLETINS:

- Stay in the main area of the vestibule or Church where you can be easily seen.

11) AFTER MASS:

- Walk through the Church – straighten up Missalettes and Song Books.
- Check for any items that might have been left behind.

ALL Ushers:

- Must be at least 14 years old
- Receive training from a Head Usher/Associate Head Usher as outlined in the Usher Guidelines