

St. Catherine of Siena Church
~ USHER MINISTRY OVERVIEW~

- USHER CANDIDATES MUST BE AT LEAST 14 YEARS OF AGE AND RECEIVE TRAINING.
- DRESS APPROPRIATELY AS 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.

- WEAR USHER ID BADGE AT ALL TIMES WHEN SERVING.
- ARRIVE AT LEAST 20 MINUTES BEFORE MASS BEGINS & SIGN IN.
- ASSIST WITH SETTING UP FOR PRESENTATION OF THE GIFTS AS NEEDED.
- CHOSE PEOPLE FOR PRESENTING GIFTS – SHOW THEM WHERE TO SIT AND CUE THEM WHEN IT IS TIME TO BRING THEM UP.
- GREET PEOPLE AT THE DOORS AND ASSIST IN SEATING THEM AT PROPER TIMES IN ORDERLY FASHION.
- TAKE UP THE COLLECTION(S) AT CORRECT TIMES AND PLACE ALL COLLECTION MONIES IN TAMPER PROOF CASH BAGS.
- ASSIST WITH FLOW OF COMMUNICANTS AT COMMUNION TIME.
- GIVE BULLETINS OUT AS PEOPLE LEAVE MASS.
- WALK THROUGH CHURCH AFTER MASS:
STRAIGHTEN UP MISALLETTES AND SONG BOOKS IN PEWS.
CHECK FOR ANY ITEMS THAT MIGHT HAVE BEEN LEFT BEHIND.
- ATTEND TO SICK/ILL CONGREGANTS, CALL FOR EMERGENCY PERSONNEL AS REQUIRED.
- ASSIST HANDICAPPED PERSONS-INFORM PRIEST/DEACON/EM OF THEIR LOCATION FOR COMMUNION DISTRIBUTION IF REQUESTED.
- SERVE AT TIMES OUTSIDE OF REGULAR WEEKEND MASS SCHEDULE SUCH AS:
FIRST HOLY COMMUNION CONFIRMATION
NATIVITY OF THE LORD (NEW YEARS) ASH WEDNESDAY
HOLY THURSDAY GOOD FRIDAY
EASTER – INCLUDING OVERFLOW MASS ASCENSION THURSDAY
ASSUMPTION OF THE BLESSED MOTHER CHRISTMAS - INCLUDING OVERFLOW MASS
- OPEN, SET UP AND CLOSING OF CHURCH FOR **4:30** MASS.
- ASSIST DEACON/PRIEST IN SETTING UP FOR BAPTISMS AFTER THE **11:30** MASS.