

Sacred Heart Catholic Church
Frazee, MN
Ministry Summary: Ushers

General preparation for all ministries

1. If you are on the schedule and cannot be in attendance, please do your best to find a substitute
2. Fast from all food and drink (except water) for one hour before the start of Mass
3. Sometimes the duties of a ministry rightly distract us during Mass. It is recommended that you pray with the scripture readings prior to Mass so facilitate your full participation
4. Consider what concerns and gratitude you will bring to the Lord in the Eucharist
5. Choose apparel that is appropriate for the Mass. Without offering specific guidelines, the guiding principles are *modesty* and *dignity*
6. Prior to leaving the church, offer a prayer of gratitude

Prior to Mass

1. Arrive 15-20 minutes early
2. Know where the following safety items are located: defibrillator, fire extinguishers, wheel chair
3. Silence your cel phone
4. Greet people as they arrive
5. Find gift bears to bring up the offering
6. Assist in seating people when church begins to be full
7. If people arrive after the beginning of the first reading, have them wait to be seated until the reading is concluded
8. Ring the bell 5 minutes before the start of Mass
9. Watch the elevator in case someone needs assistance
10. Offer assistance to any person with a physical disability who would like to go to confession.
 - a. Open door
 - b. Lift kneeler for wheel chair accessibility
11. Confirm with priest presider if there is a second collection (the list of second collections is in the bulletin and on the inside door of the ushers cupboard.
12. If there is overflow seating needed, set up chairs

During mass

1. If people arrive for Mass late, welcome them with a quiet voice.
2. If people arrive during a scripture reading, do not seat them during the reading but only after the reading is concluded.
3. Be available at the entrance of the church to direct people to bathrooms or see to their other needs
4. Collections
 - a. The first collection should be started when people are seated following the prayers of the faithful
 - b. When there is a second collection, this is to be taken when the after the Blessed Sacrament is returned to the Tabernacle and after the people have are seated
5. Assist gift bears as needed
6. Count the people at Mass
7. Usher pews for the reception of Holy Communion

After Mass

1. Distribute bulletins and other materials as needed
2. Assist people as needed with elevator
3. Walk through the Church and pick up anything left by the worshipers
4. Take down any chairs needed for extra seating