



St. Edward the Confessor Catholic Church

Ushers Duties

- **Time:** All Ushers please be in church no later than 15 minutes prior to Mass.
- **Greet each other, and greet fellow parishioners entering the church.**
- **Badges:** All Ushers must wear an I.D. badge while on duty.
- **Dress Code:** **Men:** preferably should wear a Dress Suit or Sports Jacket w/Tie or Dressy Casual. Short sleeved Hawaiian print shirts may be worn during the summer months. NO Shorts, Tennis Shoes or Tank Tops.
Ladies: consider wearing appropriate dresses, pantsuits or snappy casual. NO Shorts, Tennis Shoes or uncovered shoulder outfits.

- Usher Leader:**
- 1) Assign each Usher to their posted position.
 - 2) Remain mostly between aisles 1 & 2 at the beginning of Mass.
 - 3) Please close the church front entrance doors after Mass begins.
 - 4) Select a family to present the Gifts. Advise the Presenting Family, "the gifts will be presented to the Celebrant after the *Prayers of the Faithful* and the Co-Lead Usher will follow them with the Gift Basket. As soon as the priest stands for the offertory the usher with basket and Presenters simply come forward, DO NOT DELAY. Only monies in one basket need to go into offertory basket being presented. The rest of collection is to be taken to the safe by **two** (2) ushers.
 - 5) After gifts are presented, please instruct the Presenters to wait for the Co-Lead Usher to place Gift Basket and return so that all can bow to the Altar before returning to their seats.
 - 6) Please quietly inform the celebrant of medical emergencies or any extraordinary activity not related to the Mass.

- Co-Leader:**
- 1) Assist the Lead Usher in all duties.
 - 2) Turn on the lights in Crying Room. Arrange chairs and tidy up if necessary.
 - 3) Carry the Gift Basket to the Celebrant with Presenters and place it on the right side of the altar, return to where Presenters are waiting, bow and then return to seats.
 - 4) Immediately following final Mass Prayer, pick up Gift Basket at altar and drop collection in the safe.

- Ushers:**
- 1) Following assignment to a Post Position, Ushers will greet with a Smile and encourage parishioners to sit in available front seats by saying "**May I Direct you to a Pew**". **Ushers should stand in**

the aisle of the first available seats and his/her partner should direct Parishioners to them. **DO NOT seat anyone AFTER THE GLORIA AND/ OR during the READINGS. Parishioners are allowed to seat themselves.**

- 2) Pick-up one Collection Basket.
- 3) Pick-up weekly bulletins and distribute at your post and/or church exit after Mass.
- 4) Prior to leaving church make sure collection baskets and unused bulletins are put away in storage cabinet, also make a check of your assigned pews for tidiness.
- 5) Please check monthly schedules and call the Leader or Co-leader, if you are not being able to attend.
- 6) Acquaint yourself with all items listed under Hospitality Services.
- 7) Ushers working upstairs in the balcony: if anyone is sitting up there **do not block the upstairs entrances** or if the choir loft is being used, **do not block either entrance; FIRE REGULATIONS!**

- Collection Time:**
- 1) All Ushers proceed to the front of the church together, upon signal from the Leader or Co-Leader, **Stop and All Bow together to the ALTAR.**
 - 2) Bring Collection Basket to Leader or Co-Leader at rear of Church.
 - 3) Empty one basket into Gift Basket the rest into the safe and then put collection baskets away into the storage cabinet.

Hospitality Services: Please acquaint yourself with the following locations of:

All Exits	Water Fountain
Extra Chairs	Telephone for Emergency Use
Restrooms	Wheelchair
Crying Room/Restroom	*First Aid Kit/Hearing Equipment
Air Conditioning and Heat Switch	*Drinking Cups Dispenser
Lighting System Switches	*Blue Lined Terry Cloth Towels
Collection Baskets	*Oxygen Equipment & Defibrillator
Bulletins	*Pillow and Blanket
Lost and Found Cabinet	On/off switch for sound system (Sacristy)

*These items are found in the emergency cabinet in the sacristy

NO CHAIRS ARE TO BE BROUGHT TO BALCONY FOR ANY REASON WHATSOEVER.

**Thank you for this generous commitment to St. Edward the Confessor,
your graciousness does make a difference.**

Any questions or additional Usher requirements please call:

- Rob Wagner, 949-661-9615, or cell 949-842-2277, or email: robwagner@cox.net or
- John DiMare, 626-824-6084 or email: jodadimare@cox.net