

Ushers Responsibilities/Expectations

Ushers of St. Margaret of York are a vital ministry to the community. The usher responsibilities/expectations include but are not limited to:

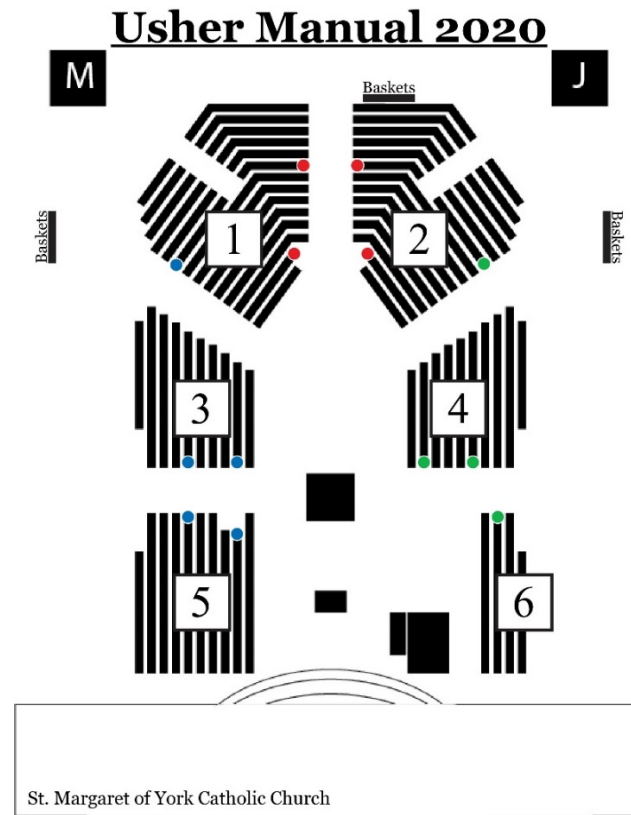
- Normal Masses will have 3 ushers scheduled. Extra ushers will be added for Holy Days and Feast Days as deemed necessary by pastor and lead sacristan.
- Arrive 15-20 minutes before Mass and check in with Mass Coordinator.
- Take some bulletins to Fr. Jan room.
- Greet people at the entrance to the church and hand out worship aides.
- Five minutes before Mass begins, one usher opens the doors to the Eucharistic Chapel.
- Notify Mass Coordinator of any members of the congregation needing Communion brought to their place in pew. If there is a late arrival that needs Communion brought to them, an usher may talk to the Extraordinary Ministers of Holy Communion (EMOHC) as they are lining up to make sure the person receives. If the usher wishes, he/she can stand by the person so the EMOHC knows which person is to receive.
- As Mass begins, close doors from narthex to church.
- Stay near entrance until the first reading, asking anyone arriving late if they need help finding a seat. Assist as necessary. Ushers may be seated at the first reading. If readings have begun and someone still asks for assistance to be seated, do not seat during the readings. Wait until reading has finished.
- During Mass, ushers keep an awareness of entrances and any unexpected incidences and assist as needed.
 - There is a mop and bucket in the men's restroom closet. Key is in priest sacristy, top right drawer. There are brooms in the kitchen area.
 - There is salt at entrances and in kitchenette for snow and ice. Please do not use salt on the new concrete of new entrance. It voids a warranty.
- During the petitions, ushers go to predetermined places (decided before Mass with other ushers) to hand out baskets for offertory. Usher for sections one and two, usher for back of section 1, section 3 and 5, usher for back of section 2, section 4 and 6.
- Hand out baskets at pews on the map and collect the baskets at the end of the section.
- Usher for sections 1 and 2, at minimum, empty collected baskets into large basket to be part of offertory procession. If other baskets are collected and brought to main aisle before procession begins, they can be emptied as well.
- Rest of baskets are taken to the priest sacristy by two ushers and emptied into a collection bag, documented on log and placed in safe.
- Place bulletins in holders and on pedestals before returning to seat.
- After Communion, prop open doors between church and narthex.
- At the conclusion of Mass, 2 ushers retrieve basket from under organ table, take to priest sacristy, empty into bag, document on log and place in safe.
- If baskets were not returned to top of aisles, return baskets to proper places, making sure large one for offertory procession is to the side on credence table so Mass Coordinator of next Mass can place cruets and ciboriums on table.

- If time permits, collect worship aides and place in basket in narthex for next Mass.

On the second Sunday of each month, the ushers are asked to do a count of the attendance. The counters and a sheet to write the numbers on will be with sign in iPad. Please discreetly count during the homily.

When there is a baptism during Mass, ushers are asked to take on these additional responsibilities:

- Double check Reserved signs are on pews in section one for family and large candlelighter is in narthex.
- If family approaches stating they are there for the baptism, please direct them to reserved pews in section one. Note, pews are only reserved for baptisms during Mass. If there is a baptism after a Mass, the family is free to choose where they want to sit.
- When Mass begins, double check the Paschal Candle is lit, shell is on font, key is in lock for oils, a hand towel and a baptismal candle. If items are not present, the shell and key are in the cabinet over the sink, the candle is in a drawer labeled Baptism and hand towels are in drawer below and to right of sink in the priest sacristy.
- Open doors to narthex after homily and put oils on top of font.
- After the baptism, place oils back on shelf of font. We don't want them accidentally knocked off while congregation is exiting.
- Take shell and key to the oils to priest sacristy when taking offertory money. Two ushers should always handle the money.
- After Mass, extinguish the Paschal Candle. Please do not pull the follower down! Remove Reserved signs from pews and place in the drawer in the priest sacristy.



An email will be sent on Thursdays if there are any changes from a normal Sunday Mass. If there are specific duties for the ushers, they will be included.

When unavailable to serve, please request a sub on the Ministry Pro Scheduler. If you are not scheduled, please check in with the Mass Coordinator to see if help is needed.

Thank you for your commitment and service to the community of St. Margaret of York!