

Usher Responsibilities

Duties of Ushers

- Welcoming people as they come into the church **AT BOTH ENTRANCES** (one usher at each entrance of the church) and helping them find seats as needed. We have many parishioners who are in need of help when entering the church and opening the doors. We need to be mindful of all and serve everyone by being at both entrances to greet and help those entering our church.
- Distributing bulletins or handouts as needed.
- Helping organize the bringing up of the gifts at offertory time. **Encourage a family that is in attendance to bring up the offertory gifts up when the ushers bring the collection up.** Choose a family with young children, this is a good way to get children involved with the Mass. Those bringing up bread and wine should lead, followed by the one taking up the collection.
- Taking up the collection(s) consult parish monthly calendar/bulletin/or if in question ask Fr. John is there is a second collection.

(Note be sure to keep first and second collections separate.)

- Be alert during Mass to assist where needed (e.g. someone looking for restrooms, becoming ill etc.) Note that there is a phone in the sacristy. In an emergency, e.g. where fire or ambulance needs to be called, it would be perfectly appropriate to come up the side aisle and go into the sacristy to use the phone. *If an emergency arises during Mass try to take care of the situation without to much of a distraction. It is Father's responsibility to keep the Mass going and take the attention away from what may be happening. BUT if Father is needed to for an anointing before a possible death signal him and he will come.*
- Help straighten up the church after services (putting books back in racks, removing loose papers etc.)
- **For accountability one of the ushers is to help the sacristan place the collection from Mass into a tamper proof plastic bag. This is a request which comes from the Archdiocesan auditor.**

Thank you for your willingness to serve our Parish Community of St. Elizabeth by volunteering as usher. Ushers help us first and foremost by being the first to greet those entering our church. You are likely to be the first person people meet who represents our Parish and its spirit. This can be especially true for visitors but is also true for our own members. You help welcome and orient them and so enable them to share better in our worship. You are alert to aid those who need assistance. Take up the collections. Helping the parish to be accountable with our collection by helping the sacristan put the collection in a plastic sealable bag that the sacristan then takes to the bank. And by helping to keep the Church in good order by removing bulletins left in the pews and straightening the books.

If you find that you cannot serve at the time for which you are assigned, please try to find a replacement yourself. If you are unable to find a replacement, please call the parish office.