



USHER PROTOCOL

The following is to serve as a guideline for ushering at all St. Edward's Masses:

1. Arrive 30 minutes prior to start of Mass.
2. Greet parishioners at back of church and hand out bulletins.
3. As the church begins to fill (approximately 10 minutes prior to start) start seating parishioners filling in the main sections first then seat along walls from front to back.
4. Please ask people to squeeze in towards the center aisle as we will be filling seats from the outside of the pews towards the center.
5. Please **DO NOT ALLOW PEOPLE TO SEAT THEMSELVES IN THE CHOIR LOFT!!!**
6. Choose family before mass begins who will be bringing up the gifts and explain their role and when to come to the back of church. (When the collection begins).
7. Please keep area at back of church cleared as the clergy enters the church.
8. Parishioners are to wait outside/back of church until priest and ministers begin moving to the altar.
9. Once mass has begun it is ok to seat/direct people where seating is available and encourage them to go along side walls to enter pews.
10. At this time please close the interior doors in the narthex leaving the door on the right slightly cracked.
11. When the first reading begins hold late arrivals at the back of the church. You will be allowed to seat them during the Responsorial Psalm and before the second reading begins. The next time to seat late arrivals is before the Gospel.
12. Please remain seated at the back of the church assisting with any emergencies and be visible for any parishioner in need. Whether you like it or not, you are the first line of defense should anyone attempt to disrupt Mass or injure parishioners.
13. After the offertory prayers, open the interior doors then proceed to the front of the church, genuflect, and then begin the collection. Please use two small baskets per side starting with the first and third rows. Encourage parishioners to pass the baskets themselves as this will save time.
14. During the collection make sure the family who is presenting the gifts is making their way back to the church, if not give them a visual cue. Meet

the family at the back of the church, combine the offerings in one large basket and give it to the person who will be in front of the other family members carrying the bread and wine (usually the adults). Close the interior doors.

15. As the priest is giving Communion to the Extraordinary Ministers of Holy Communion, open the interior doors, make your way to the front of the church ahead of the choir and block the first row. Give a visual cue to Father at this time if people in the hall are present and needing Communion. After the choir is done, allow the first row to start and proceed to work your way to the back of the church.
16. If there is a second collection, be ready at back of church with the baskets and begin after Father announces the collection. Combine the offerings in one basket and leave at back of church.
17. When the Mass is over and the clergy exits the church, remain at the back of the church wishing parishioners a blessed day.
18. After the church empties, bring the second collection (if there was one) to the sacristy and assist in counting the offerings with the reader.
19. If there is a third usher your job is to control access from the side door (nearest the sacristy). DO NOT ALLOW parishioners to enter and leave from this door during Mass unless it is an emergency. You will be responsible for collections and Communion for the parishioners in the hall. Communion will be brought into the hall, do not form line in the breezeway.
20. Please note: wear usher tags or name tags when serving as Usher and please dress accordingly, NO SHORTS etc., the fan switches are in the breezeway behind the eclectic panel and are to remain on during Mass.
21. As pertaining to emergencies during Mass:
 - A. If it is life threatening and/or the person is unconscious, ask out loud if there is a Doctor or First Responder in the church to assist.
 - B. Call 911 or ask someone to call 911 if the person needs immediate assistance.
 - C. If the situation is not life threatening, please assist the parishioner to a safe place where they can tend to their needs.
 - D. If someone attempts to interrupt mass or harm parishioners, immediately call 911, then safely try to control the situation taking precautions for yourself and others.

Thank you for your service and willingness to serve other.

God Bless,
Fr. Lowry