

## Make Church Matter...More

# USHERING 101

**Purpose:** The **Ministry of Usher** is intended to make the warmth and welcome of Christ more real in Sacred Heart Church.

### **Responsibilities:**

1. Take up the collection(s) at the Offertory;
2. Be available to assist in seating people before and during Mass, as needed.
3. May be involved in presenting the gifts in the Offertory Procession.

### **1a. About Offertory Collections:**

Whenever there is a collection there is a need for ushers! With the exception of the Good Friday Service the collection takes place at the Offertory. When the Creed has been completed and the Deacon or Lector has begun the **Prayer of the Faithful**, the ushers need to gather at the back of the church to pick up the collection basket(s).

The Lead Usher (the person listed in the Ministry Schedule or, in his/her absence, the usher who volunteers to fill that role) should assign an usher to collect at a particular section of the church.

After the Cantor announces the Offertory Hymn ushers will proceed down the assigned or selected aisles and in unison **BOW (not genuflect)** before the Altar.

The usher should give the basket to the first person in the first occupied row. The basket should then be passed from person to person in the row and then on to the next row. The usher should monitor and facilitate the smooth, snake-like process by slowly walking back up the aisle. Once all collections have been taken up the money is transferred to a larger basket that is then brought to the altar in the Offertory Procession.

If there is a second collection the ushers will have two baskets. **The GREEN BASKETS must be used for the second collection.** The usher will give the first (tan colored) basket to the first person in the first occupied row, and when that basket has snaked its way up through at least half the pews in the assigned section the usher will go back to the front of the section to give the **GREEN BASKET** to the first person in the first occupied row. The basket should then be passed from person to person in the row and then on to the next row. The usher should monitor and facilitate the smooth, snake-like process by slowly walking back up the aisle. Monies from the second collection are to be placed into the large basket **with the GREEN trim**; monies from the first collection are to be placed into the large tan basket.

### **1b. About the Offertory Procession:**

The Sacristan will be responsible for selecting people from the congregation to present the gifts in the Offertory Procession. It may be necessary for an usher to join those selected to present the offertory collections.

### **2. About Assisting with Seating:**

With the exception of Christmas, Palm Sunday, Easter, and other special celebrations, there is often no need for all assigned ushers to assist with seating. More often **the assigned ushers need to be alert to traffic jams and the hesitancy of those unfamiliar with the church setting to quickly find a seat.** In these cases the ushers should rise to the occasion and on an individual basis approach the hesitant and shy and point out where they might sit. This may require asking those who are already seated to move to an inner portion of the pew.