

St. Thomas the Apostle Usher Guidelines

- 1) Arrive 15 minutes before Mass.
- 2) Check for notes explaining possible extra duties - usually placed on the back table on the right side.
- 3) Check that the crosswalk sign is placed on the street. Turn on the blinking light on the pole, the back entry light, the light over the pieta, and the light for the balcony.
- 4) The back row of lights in the basement should be turned on (from stairs to bathrooms).
- 5) Make sure the TV in the basement is turned on and displaying the church camera and sound.
- 6) Get a plastic offerings envelope, write the date and mass time on it, and record with number on the log sheet.
 - a. If more than 1 collection, use an additional envelope, mark it, and record it as 2nd collection.
- 7) Greet arriving parishioners and hand out worship aid sheets if provided (found on the back table).
- 8) Ring the bells for 15 to 20 seconds (or 12 times, 1 for each apostle), 5 minutes before Mass starts.
- 9) Sit on folding chairs or stand in the back during Mass and be available if anyone needs help.
- 10) Once the people are seated after the Introductory Rites, count all the people attending Mass (note how many are in the Nave, basement, and loft) and record the number on the schedule on the Usher table on the far right, back of the church.
- 11) Retrieve the collection baskets hanging in the back closet. If there are people in the basement and/or loft, one usher should collect from each area after the intentions and then collect in the Nave once all ushers are present as follows during the Offertory hymn:
 - a. With 4 ushers, all ushers walk to the front of the church, 2 ushers in the center aisle and 1 on each side aisle, genuflect together before turning and offering the basket to each pew, working their way to the back of the church.
 - b. If only 2 ushers, both ushers walk up the main aisle to the first pew just after the lector returns to their pew. Ushers genuflect together before returning and offering the basket to each pew, working their way to the back of the church. Repeat this process with each usher using each of the side aisles.
- 12) All contributions get put into a plastic envelope at the back of the church.
 - a. Seal the envelope by removing the strip and exposing the adhesive.
 - b. The envelope gets put in a basket, and 1 usher carries it to the front of the church, bows, and places it in the front of the low altar.
- 13) After the final blessing:
 - a. With 4 ushers, decide which 2 ushers are to hand out bulletins and which 2 ushers are to take the offering envelope to the church office safe in the Parish Center.
 - i. When only 2 ushers, decide which one will hand out bulletins, and the other should try to ask a parishioner to accompany him to take the offering envelope to the church office safe in the Parish Hall if possible (this is for security and to have a witness with the offering envelope)

- b. The 2 people taking the offering should walk down the right-side aisle, and after Mass has concluded, they should walk to the low altar, bow, then retrieve the offering basket and bring it to the sacristy.
 - i. Retrieve the key to the parish office in the white cabinet to the right of the window. Remove the envelope from the basket, and the basket can stay in the sacristy.
 - ii. Both people should walk the envelope to the parish hall directly together and into the office using the key for access.
 - iii. Go to the cabinet which houses the safe and open the cabinet door.
 1. Take out the log sheet.
 2. Record the serial number, date, and Mass time on the log sheet.
 3. Each usher should sign the sheet before depositing the envelope into the church safe.
 4. Return the log sheet and exit the office, ensuring the door is locked behind you. Unless there are other church employees in the office, no one else should be allowed in or left behind in the church office.
 - iv. One usher needs to walk back to the sacristy to return the key to the cabinet in the sacristy. Make sure someone can lock up the sacristy after you leave, and if no one is around, notify someone who has a key to lock the sacristy.
- c. The usher(s) distributing bulletins should open the doors during the final hymn and get positioned on each side of the main door to hand out bulletins and bid the congregation farewell.
 - i. Return extra bulletins to the bulletin holders in the back of the church.
 - ii. Walk through the pews after Mass. Pick up anything left behind and straighten Missalettes to leave an orderly church.
 - iii. The worship aids can be recycled after 10:30am Sunday Mass.
 - iv. Go downstairs to straighten the area, turn off the TV, ensure no one is in the bathrooms, make sure there is no running water, and turn off the lights (except for after 7:30am Mass).
 - v. Retrieve the crosswalk sign from the street and put it behind the left, inside entry door. Also make sure the yellow streetlight is turned off (black switch on the inside, left wall of downstairs door).