

Usher Guidelines:

Dress appropriately: Business Casual

Be prompt: Arrive 15 minutes before Mass and pick up an usher badge in the preparation room.

1. As host of St Boniface, welcome everyone to our parish.
2. Light the candles on and near the altar.
3. Never leave a person looking for their own seat. If you see folks looking for a seat, please assist them. You may have to ask folks in the pew to move or step out and let their fellow parishioners find a seat. It is helpful to know where the seats are located as the church fills up. Occasionally walk up the aisle to check availability.
4. Aid any special needs person. Be aware these folks may want to receive communion but are not able to go to the altar. Please let the Eucharistic Minister that goes to the tabernacle for gluten free host know where these folks are seated. This minister is the sweeper.
5. At the end of the profession of faith all ushers should go to the rear of the church, take a collection basket out of the cabinet, then line up to take up the collection. After the intentions, the ushers walk to the front of the church and **bow**, then proceed to their designated portion of the pews and pass the collection baskets. Normally there will be one usher on each side of a section. When the collection is complete empty all the small baskets into the one larger basket in the back of the church and give it to the gift bearers to be taken to the priest.

6. Just prior to communion the ushers will walk to designated positions to assist in controlling the flow and order of parishioners during communion. Before communion is finished make sure to inform the eucharistic minister of any special needs person to receive communion individually.
7. At Communion, in order to help the flow near the choir, one usher should stand near the servers and direct folks near the choir to go behind the wall in returning to their seats.
8. When mass is over, two ushers should walk to the front of the church and pick up the monetary gifts and Childrens collection and bring them to the preparation room off the vestibule. There are labeled zipper or drawstring bags for each mass. Place the monetary gifts in the appropriate bag and drop them into the safe in the changing room closet. Then close the closet door.
9. **For Masses that have a Childrens Liturgy, an usher needs to open the chapel door for the children to enter.**
10. **Normally two ushers should always remain at the back of church during Mass.**
 - a. **Help folks be seated that are running late.**
 - b. **Assist any staff or parishioner with any problem (illness, accidents etc.)**
 - c. **Monitor security in the church and keep a watch for suspicious folks entering church.** It would be advisable for one of the two ushers in the back to walk downstairs and into the vestibule occasionally during Mass for a security check.

11. After the mass is over ushers should open the sanctuary doors and then hand out bulletins to the parishioners as they exit into the vestibule.
12. It is a good idea for every usher to know where the restrooms, mop room, lighting controls and audio controls are located. If the ushers don't have the ability to control those it certainly best to know in advance who does.
13. After the last mass of the day (4:15 on Saturday and 5:15 on Sunday, please make sure the doors are locked when Mass is over. Pay special attention to the handicap door, make sure it does not open when the button is pushed.
14. Finally, it is best that all the ushers remember to be alert to situations occurring during Mass and be proactive. Everything that can happen in life will also happen during Mass. If we are alert and prepared, we will indeed ensure a pleasant worship experience in a safe and welcoming environment with as little disruption as possible.

Emergencies:

If there is a medical emergency, two ushers are needed to assist, one Usher should stay with the patient. The other needs to go to the back of church to wait for the emergency teams and direct them to where the patient is. Most Masses have trained medical personnel (nurses, doctors) to directly help the patient.

Security Team:

A member of the Security Team will be present at all Masses. Please assist them and follow directions they may give. Please stay alert, if something happens and you can intervene, do so. The security team and other ushers should respond to assist.

The door entering the church near where the servers get ready, will be used by the security team. This entrance gives them a good view inside the church and the outside doors.