

Usher Procedures

You are stewards of the people who come to worship God. You are stewards of the worship space and you are stewards of the offerings that God's people make to support St. John Neumann parish.

Please plan to arrive 15 minutes before mass is to begin and sign in at the Usher station.

Head Usher Duties:

Collects offerings from section 1 on the east side of the church.

Check to be sure that the bread and wine are on the Gift Table. If they are not Check with the sacristan, Fr. Jim or Julie.

After Fr. Jim has entered the worship space, get the book of mass intentions from the Information Table and place it on the Gift table.

Close the doors to the worship space.

Ask someone from the Assembly to bring up the gifts during the preparation. If there is a baptism, ask the parents or godparents to help with this.

Appoint one of the ushers to assist the gift bearers.

After receiving the offerings from all sections, align the procession and signal its beginning.

After the 5pm and 8:30pm masses, bring the collection basket from under the Altar and give it to either Fr. Jim or Julie to place in the safe.

At 10:30 mass the gift bearers are instructed to bring the basket of offerings back down the aisle to you and the money counters.

Usually there are consecrated hosts that need to be taken into the Eucharistic Chapel after the distribution of communion. Be ready to open the door for them.

Collection:

When the collection begins ALL SIX ushers come forward to the front of the church.

Bow to the cross.

One usher proceeds to each of the 6 sections. If there are fewer than 6, the usher serving the east and west side take the two side sections.

Start collections from the front of each section.

The ushers who collect in the middle aisles should be sure to collect offerings from people who are sitting in the gathering place.

After the usher appointed to assist the gift bearers has received the offerings from his/her appointed section. She/he assists the gifts bearers in preparing for the procession.

Gift Bearing:

If there are 4 or more people to bring up the gifts, one of them may present the collection basket. If there are only 2 or 3 people bringing up the gifts the usher appointed to assist the gift bearers should bring up the collection basket.

At 10:30am mass be sure to instruct the gift bearers to return the collection to you and the money counters at the entrance to the Worship Space.

End of mass duties

Ushers of sections 3 & 4 will open the middle doors as soon as the closing song begins and proceed to the two outer entrance doors to distribute bulletins. Reflect the presence of Jesus Christ in your gracious smile.

Ushers of sections 1, 2, 5 & 6 will open all side doors as the presider leaves the altar. Then go back in the worship space to clean. Return unused bulletins to the bulletin displays in the Gathering Place. Collect any hymnals, missalettes, garbage or items for the lost and found. Report anything that needs to be repaired or cleaned to Julie.