

## GUIDELINES FOR USHERS December 2010

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- 1) **Your Responsibility.** Each assignment constitutes a personal responsibility to be at the Church during your designated time. **If you are unable to be at Mass, please get a firm commitment from another Usher to take your place. Use the Usher list enclosed to find a replacement.**
- 2) **Timing is Everything.** Be at the Church 15-20 minutes before Mass. Be sure to wear the USHER tag, they are in the basket on the counter in the Vesting Sacristy.
- 3) **DOORS** - Before Mass please *leave the main doors of the church closed.* This leaves doors shut to try and keep out the noise from the Gathering Space. Please assist people entering the Church by opening doors for them to keep down the noise of the doors latching. Also, open the center doors for Father, Lector and Servers to enter at the start of Mass. After Father proceeds to the Altar please *open both single doors on the ends to allow people to exit the Church quietly for restroom purposes, etc.*
- 4) **This Way Please.** The Greeters will greet the people and send them through the Gathering Area into the Church where you will help them find a seat if necessary. Also please keep an eye on the crowd for anyone that may need help or that is in distress. They may need directions to the Bath Room or Telephone. Also be aware that there is a Hearing Device/Receiver in the Vesting Sacristy for people that are hard of hearing. This is located in the upper cabinet to the left as you enter the Sacristy.
- 5) **The Collection & The Gifts.** It is the Greeters responsibility to ask a family to carry up the Gifts. You may want to check with them to make sure they have asked someone. If no one shows up to carry the Gifts and the Collection to the Altar please take care of that. Ushers - during the Prayers of the Faithful/General Intercession get the baskets ready and start walking to the front of the Church as soon as everyone is seated. You should all bow together and start the collection. Father likes to keep things moving so please be alert and try to keep things moving in a timely manner. The collection baskets are under the small table in the back of the Church. There are 9 smaller baskets and one larger basket - two Ushers should proceed up the front aisle with two baskets each while two

Ushers proceed up the **outside aisles**. The Usher that is on the side by the Virgin Mary Statue should **have 3 baskets** so that one basket can be sent thru the section in front of the Statue and be picked up when it reaches the end - the other two baskets are to be passed thru the bigger section. As soon as the collection is gathered put all collection items into the big basket and give to the family to carry up with the gifts.

- 6) **Let us help you. At Communion Time** - When Father offers the precious blood to the 1<sup>st</sup> Eucharistic Minister, all four Ushers should proceed to the front of the Church (two in the middle aisle and one on each **outside aisle**) The Usher on the Choir side should allow the Choir to go first (when we have a Choir). The Usher on the side by the Statue should ask the small section in front of the Statue to wait while the larger section on that side goes 1<sup>st</sup> then release the small section. Also be aware that a couple of pews have been dedicated to those who are unable to come forward and receive communion. As you stand facing the Altar in the center aisle, the front left pew and the back right pew are reserved and have signs attached. If you are aware of someone in either one of these pews that would like Communion brought to them you should inform Father or the Eucharistic Minister when you go up to for Communion yourself so they can attend to these people.
- 7) **Attendance is Required.** We are required by the Diocese to take attendance during every Saturday and Sunday mass. Please count the people in a manner that is non-distracting, when you dismiss people for Communion it seems to be a good time to count the people as you release them. Then please record the number on the chart in the Vesting Sacristy. If you forget to count please make an educated guess.
- 8) **Keep Alert.** Be on the alert to someone in distress. First Aid Kits, Decontamination Kits and the Defibrillator are located in the Pantry off the Kitchen. The tubs are labeled for your convenience.
- 9) **Telephones.** A phone is located in the Kitchen.
- 10) **Special of the Day.** When there are pews reserved for special occasions (Funerals, Baptisms, etc.), help those people find their place. If all reserved pews are not

needed, remove the signs and seat other people there. The Reserved Signs are kept in the Supply Sacristy which is the room behind The Blessed Virgin Mary Statue. Located in the cabinet to the left of the sink.

- 11) **Know Your Surroundings.** Be familiar with all Exits, the location of the Walker and Wheelchair (by the Cry Room door) and where Fire Extinguishers, Light Switches, and Telephones are located. *We also have a first aid kit and defibrillator in the kitchen area.*
- 12) **Share the news.** The Bulletins are in the Vesting Sacristy. During the Closing Song, go get the Bulletins from the Vesting Sacristy and place a few in the Cry Room and in the Baskets by the Exit Doors, then block the doors open and there should be 2 Ushers at the middle doors and one Usher at each outside door to distribute Bulletins. Before Saturday Night Mass check the table in the gathering space and make sure the Bulletins from the previous week are removed. **After Saturday Night Mass put ALL remaining Bulletins back in the Vesting Sacristy.** On Sunday after Mass place the remaining Bulletins on the table in the gathering space.
- 13) **Time to Clean Up.** After Mass, all Ushers should assist in cleaning up the Church and straightening out the books (Binding up).
- 14) **Need Some Space. Please do not set up chairs until the Church is completely full -** if there are a lot of "gaps", ask people to please slide together. When setting up chairs, please form aisles to correspond with the aisles in the Church.

#### **PREPARATIONS FOR MEDICAL EMERGENCIES**

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If you are aware of any medical people that are attending Mass, please note where they are sitting prior to Mass. When calling 911, give them the following information:

Church Name: Our Lady of the Lakes Catholic Church  
Church Address: 6680 153<sup>rd</sup> Avenue NE, Spicer, MN 56288

- 1) Someone should go outside to meet the Ambulance Personnel.
- 2) Clear the pew in front and in back of the one the injured/ill person is in.

- 3) Shield the person from view of other people, if necessary. Move the person to the back of the church, only if you are certain there are no injuries to the head, neck or other bone structure.
- 4) After moving the person: lie them flat and elevate legs about 6 inches. Maintain their body temperature. Do not give them anything to eat or drink.
- 5) Attempt to give family members a ride to the hospital as ambulance personnel are not allowed to have riders.
- 6) *We also have a first aid kit and defibrillator in the kitchen area.*

**We thank you very much for Ushering. You are one of the key elements at the Liturgy, and we hope you feel it is an honor to contribute to the Church by participating in the Usher Program. We certainly feel honored to have you with us!**

***Steve & Elly DeGreeff***  
***Usher Coordinators • 354-4508***