



SACRED HEART ROMAN CATHOLIC CHURCH PROCEDURES FOR USHER MINISTRY

“Being the living example of God's love to others”

Policy Statement: The usher ministry is critical since ushers are often the first representatives of Sacred Heart Catholic Church with whom the parishioners interact when they arrive at Mass. Therefore, to ensure that ushers consistently embody the mission of Sacred Heart Parish and represent the Parish in a positive manner, the following procedures are required to be followed.

Procedures:

1. Although uniforms are not required, ushers must dress appropriately for Mass.
2. Ushers should arrive at least twenty minutes before the Mass begins in order to be prepared.
3. Ushers must wear name tags at all times during the Mass in order to be readily identifiable to parishioners need assistance. The Parish will provide name tags to all ushers. In the event that ushers are absent and a parishioner needs to stand in, that person should receive a generic name tag (i.e. one that clearly identifies them as an usher but does not necessarily have their name on it).
4. Ushers must use appropriate body language in order to convey a hospitable, gentle and kind attitude toward parishioners.
5. Ushers must be mindful that they are participants in the Mass while they are carrying out their duties; therefore, they should be attentive to the liturgy unless involved in some kind of emergency.
6. If it is possible, ushers should be aware of medical personnel that may be present at the Mass in the event of a health emergency.
7. It is part of the ushers' duties to help locate seats for parishioners, especially those with special needs.
8. Ushers should prevent those arriving late for Mass to enter while the Liturgy of the Word is being presented. Latecomers should only be allowed to enter in the pause between readings. This should be enforced up through the Gospel reading.
9. It is part of the ushers' duties to identify Gift bearers as well as a basket bearer. Generally, the ushers should not be performing this task themselves and the same Gift bearers should not be used over and over again.
10. Ushers should not distribute bulletins until the Mass is ended (i.e. after the dismissal). The one exception to this rule is for only those who are seated in the handicapped section and may need to leave a few minutes early.
11. If the ushers notice any visitors or newcomers to the Parish, they should direct them to the information table.
12. After Mass, the ushers should remain to straighten up the location for the next Mass. This includes returning Missals to the main area and cleaning up any trash left behind.
13. The ushers are also responsible for returning the collection bags to the Sacristy.

Any questions on these procedures should be directed to the Pastor or Parish Manager.

Signed: Fy. Jyudayara, Pastor Effective Date 9/7/2018