



First off, thank you for volunteering to serve as an usher. We appreciate your dedication to helping with the necessary responsibility within our Parish.

Here are some general items that apply to being at either Mass.

- It is recommended that ushers arrive at church at least 10 minutes before Mass begins. That way, if a last minute substitution is needed, there is time to secure the week's backup. The posted schedule should contain the names of the two scheduled ushers and one backup.
- Usher schedule is set up for two concurrent weeks, balancing the personnel available throughout the year. We publish the upcoming four weeks in each of the weekly bulletins.
- Ushers represent the parish to both our members and to visitors. Therefore, you need to be dressed appropriately on Sunday (or holy day with a high Mass) when you are scheduled to usher. This infers a tie and jacket (sports coat or suit).
 - There are Usher lapel pins located in the Bell Tower – please use for Mass and then return to the same location.
- Please notice visitors and welcome them to our Church.
 - Some of the visitors maybe first time (or long time since) to the Traditional Mass – so they may not be dressed appropriately. For their spiritual benefit, it is more important for them to experience the proper Mass than from being admonished on dress and possibly not return. Do not worry, they will notice proper attire and will comply over time.
- Before Mass begins, make sure there should be two baskets behind the back row of church on the Gospel side. If there are not, check in the safe (see below on location).
- Make sure the microphone system is on. It is the button on the bottom right side of the amplifier located on top of the safe by the Pulpit stairs.
- There is not a need to adjust the settings or turn off the AC/heat for the Church. If there is a concern over temperature, please discuss with Father at the appropriate time. There is not a need to turn off the AC during the sermon since we have a microphone system. Naturally if you are instructed otherwise, so be it, but reset when Mass is complete.
- The first main activity for the ushers is the first collection.
 - This begins immediately after the Credo is finished. Preferably, the two ushers should meet in the rear of the church and walk up the aisle together. Alternately however, one usher can collect the two baskets and meet the other somewhere in between.



- Both ushers will walk to the front of the church, genuflect together, then begin passing the basket on their side of the aisle.
- It is important that as you are passing the basket, you do NOT turn your back to the Altar. Back down the aisle passing and collecting the basket until you reach the back of church.
- While you are collecting, you MUST count the people in the pews on your side of the church. Count everyone, adults, children and babies. As you're counting, also note if you see someone you would categorize as "New" to the parish. Father uses this information so it is important to him that we gather it "as accurately as reasonable".
- The usher who is not the bell ringer, will take and put the contents of both baskets into one basket and bring it to the safe. The safe is located behind the Communion rail next to the pulpit staircase. Do NOT lock the safe at this point.
- After giving the Offertory contents to the other Usher, the bell ringer will stay in the back of the church and head toward the Sacristy. There you'll find a blue binder. In that binder, write the total count found from both Ushers of the attendance of your Mass.
- The next activity is only for the bell ringer usher. The bell is rung during the Consecration. Your queue to go to the Sacristy is when the altar boy rings the bell at the point of the Mass when Father spreads his hands over the offerings.
 - Exit your pew, genuflecting on one knee and head to the Sacristy. When you arrive, kneel down just outside of the Sacristy so that you can see the Altar, while holding the bell rope.
 - After the Consecration, put the rope back up and return to your pew. Remember, the Consecration is now complete so genuflect on both knees when you return to your pew.
- The next activity is Communion. Your queue is after Father's reception of the Precious Blood and the altar boys rise from their kneeling positions, you exit your pew. Genuflect on both knees and go to the front of the church together. When you reach the first pew, kneel down.
- Your queue to get up and begin ushering the people into the Communion line is after Father has given Communion to the server. Again, as with the collection, never turn your back to the Altar.
 - When all the rows have been addressed, the ushers follow at the end of the line to receive Communion (if you choose).



- After receiving Communion, return to the back of the church until Father has secured the Blessed Sacrament in the Tabernacle. At that point, Father will close the Tabernacle door, this is your queue to begin the second collection.
- The process for the second collection is the same as the first except it is not necessary to count attendance. When the collection is complete, place the contents of both baskets into one. The Gospel side Usher will place the contents of that basket into the second collection basket in the safe – but do not lock it. Once complete, you may return to your pew.

Ushering Duties Specific for the High Mass (in order of occurrence)

- As soon as Father has finished Confessions and goes to the Sacristy, the usher who will handle the ringing of the Church bell should stand either in the sacristy or immediately outside the door and await his queue to ring the bell.
 - Ring the bell from the time that the procession begins to exit the sacristy until Father reaches the foot of the stairs at the Communion rail.
- The usher who is the bell ringer should get the Offertory's people count from the other usher, add the two counts together and add 20 to that number. The 20 is an average that includes the servers and the choir. Since it's not reasonable to count the choir members each week, it was decided to use a standard of 20 to include both groups.
- When taking the Offertory basket to the safe, push the button to turn off the microphone. It is the button on the bottom right side of the amplifier located on top of the safe. Do NOT lock the safe at this point.
- Note as you get up and begin ushering the people into the Communion line after Father has given Communion to the MC server, make sure you allow for the Choir to get to the Communion rail before parishioners are allow to kneel there.
- After receiving Communion, return to the back of the church until Father has secured the Blessed Sacrament in the Tabernacle. At that point, the Therifer and the two torch bearers will return to the sacristy. This is your queue to begin the second collection.
- The process for the second collection is the same as the first except it is not necessary to count attendance. When the collection is complete, place the contents of both baskets into one. The Gospel side Usher will place both baskets in the safe and **lock it**. To lock the safe, close the door, raise the lever on the front, and while holding the lever up, turn the tumbler dial at least one quarter ¼ turn.
- The last activity is only for the bell ringer. As soon as Father begins the Last Gospel, exit your pew and head to the Sacristy at the rear of church. Stand at the entrance



until you see the procession turn and begin heading away from the Altar. At that point, begin ringing the bell. Continue ringing until Father has reached the double doors and the rear of the church (visible to you). Stand to the side next to the bell rope and wait for the servers and Father to enter the Sacristy. You will now receive a second Blessing (along with the servers) from Father.

- Before you leave for the day, please check and make sure the handicap ramp door has the panic bar released and the door is locked. Check both sides to verify.