

## Notes for Ushers of LT Masses

**\*\*\* Please dress appropriately & modestly for Mass.\*\*\***

Take a look in the mirror before leaving – skin-tight pants, crop tops, mini-skirts, shirts with obnoxious messages, gym clothes, ripped pants, etc. ARE NOT APPROPRIATE.

Leggings should be paired with a longer tunic or skirt to cover your rear, please.

**Our clothing choices are a way that we show respect for ourselves and for God.**

- 1.** Please arrive 15-20 minutes BEFORE Mass. You must be **INSIDE the church by 10:15am**.
- 2.** Find a white, self-sealing, poly envelope in one of the drawers. Use a permanent marker to label the envelope with the Mass time (10:30am), the date and your initials. Keep the envelope in the back, where it will be handy after the collection is taken.
- 3.** Make sure collection baskets are in the Ushers' pew (very last short pew on Mary's side).
- 4.** LT Ussher also serve as the Greeters: Ggo stand at the main entrance to smile and greet as others arrive. Stay here to greet until it is time for the opening hymn.
- 5.** At the end of the Petitions/Prayer of the Faithful, ushers each take a basket and walk up the side aisles to the front pews & begin the collection. (Servers no longer begin the baskets.) Pass the basket to short & long pews as you work your way back.
- 6.** Once the collection is finished, put ALL envelopes and money from the collection baskets into the envelope you labeled before Mass. Seal it & place into a basket. (Do not worry about the children's basket that is already up front. Father will take care of that after Mass.)
- 7.** Before taking up the gifts, look for family or friends of the Mass Intention at the back of church. They will take up the gifts, if possible. If no one comes back for the gifts, then the ushers take them.  
PROPER ORDER OF PRESENTING THE GIFTS: Bread & Wine go first and are given to Father first. The Money Basket is secondary.
- 9.** Once Father has received all gifts, he will impart a blessing to the ushers, who then bow and return to the back of church, returning to their seats.
- 10.** When we begin praying the 'Our Father,' you should slowly walk up the center aisle and position yourself beside the first pews. Share the Sign of Peace with those nearby. Each Usher stands up front, spaced apart, allowing room for the 3 EMHC's (Extra Ordinary Ministers of Holy Communion) to stand in between them. Once Communion begins, slowly walk backwards, letting out each pew.
- 11.** **AFTER MASS:** Ushers walk along each pew to 'tidy up'. Please remove any trash you see; Put toys/books/sunglasses into the lost & found, replace hymnals, etc.

*Thank you for sharing your God-given talents and for serving our parish!*