

## USHER DUTIES

### Back Usher

#### Greet

Hold the main, back door open for all parishioners, standing on the outside and leaving the door close when no one is coming in. A smile, a greeting and holding a door open are no small ways to mirror the love of Christ. Please remember that you are welcoming Christ! This is to be done up till 5 minutes before Mass starts.

#### Seat

At 5 minutes till Mass starts, leave the door and go inside the church and station yourself by the media kiosk. Your job at this time will be to help coordinate seating with Usher #2. As pews begin to fill up, it is your primary focus to help people who look “lost” and don’t know where to find a seat. Take the pressure off of them to find a spot. You can send them to the front usher, signaling how many people you have who need a seat, walk them to a seat in the back half of the church if there is one available, or direct them to the choir loft if there are spots available there. You may want to check on the seating situation up there right after you stop holding the door open.

#### Collect

After Mass is over, please work with **Front Usher** to take the offertory collection from the basket to the security deposit bag in the sacristy, being sure to deposit the money in the safe and to sign the log book.

### Front Usher

#### Seat

Stand/sit over by the organ. As the Church begins to fill up, be paying close attention to open spots for people to sit, being sure to not squish people together and break the 6ft distance rule. People as they come in will oftentimes not see open pews in the front, so pay attention to people standing in the back or at the side entrances looking around for a place to sit, and either signal to them or walk up to them and offer to lead them to an open pew.

#### Communion

Help “Dismiss” people from their pews when it is time for them to come forward to receive Holy Communion.

#### Collect

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