



## USHERS' GUIDELINES MANUAL

St. Stephen the Martyr Catholic Church  
Lilburn, Georgia

**December 2016**



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December 2016

Dear Brothers and Sisters in Christ,

The St. Stephen the Martyr Parish Community is grateful for your generosity and commitment to serving as an Usher.

What you do is not simply a job, but a gift of service. You have the opportunity to enhance your own and other's experience of the Liturgy through your gracious contributions each week.

In reality, you are more than an usher, you are a minister of hospitality - as you will contribute to the feeling of hospitality for all who attend Mass at St. Stephen the Martyr Catholic Church, whether they are long-standing parish members, those on business trips, or visitors/tourists visiting our Lilburn community.

Thank you again for your service and your conscious decision to share your gifts, your time and talent, with our parish.

Rev. Brian Lorei  
Pastor  
St. Stephen the Martyr Catholic Church  
Lilburn, Georgia

# USHERS GUIDELINES

## GENERAL RESPONSIBILITIES:

*To provide services to the Congregation before, during and after Mass, and to create a welcoming atmosphere in the church.*

## SPECIFIC RESPONSIBILITIES:

- Follow the procedures as provided in this Usher Guidelines Manual, and in any subsequent usher notices.
- To serve as scheduled or find a qualified replacement.
- Welcome people warmly.
- Assist people in finding seats.
- Take up and safeguard the Offertory collection.
- Guide congregation during distribution of Communion.
- Follow safety and emergency procedures as necessary.
- Be sensitive when performing Usher duties, not to distract from the liturgy.
- Hand out bulletins after Mass.
- Straighten up church and Narthex after Mass.

## **SAFETY / EMERGENCY PROCEDURES**

1. Should an emergency arise, the Usher Team Leader (or an Usher designated by him), will act to minimize injury to persons, and damage to property, in that order.
2. The **fire extinguishers** are located:
  - (a) in the Narthex, by the automatic doors and the Church Library;
  - (b) in the hallway between the Narthex and the Church Hall;
  - (c) in the kitchen which is part of the Church Hall; and
  - (d) in the Church itself, in the room behind the altar, where the altar kids suit up (as you look at the altar, the room on the left).
3. The **fire alarms** are located:
  - (a) in the Narthex, by the automatic doors and the Church Library;
  - (b) in the kitchen which is part of the Church Hall;
  - (c) in the Church itself,
    - (i) in the room behind the altar, where the altar kids suit up (as you look at the altar, the room on the left);
    - (ii) by each of the doors by the altar at the front of the Church.
4. The **defibrillator** is in the Church Library, just outside Deacon Mike Mobley's Office. It is made so all you have to do is to turn it on. From there, the machine speaks instructions on how to proceed.
5. The **First-aid kit** is located in the Narthex information center, in the far Left bottom cabinet.
6. During an **evacuation**, but subject to actual circumstances that may prevent some of this, the Usher Team Leader shall direct one usher to go to each of the doors at the front of the Church, so as to be able to help people evacuate through those doors. The Usher Team Leader and any other usher will open and evacuate people through the rear doors of the Church.
7. **Emergency contact numbers:**

IF IT'S AN EMERGENCY, for the Police, the Fire Department or for emergency medical help, CALL 911. Be ready to advise 911 of the nature of the emergency, and our address at St. Stephen's, which is 5373 Wydella Road, Lilburn, Ga. 30047.

IF IT'S NOT AN EMERGENCY, but we still need an Officer, call the Gwinnett County Sheriff's 770.822.3120

## **GUIDELINES / POLICIES**

1. **If a problem arises** which is covered by these Guidelines, the Guidelines shall be followed, as much as practicable. If a problem arises which is not specifically covered by these Guidelines, the Usher Team Leader, or another Usher designated by the Usher Team Leader, will decide what to do, keeping in conformance with these Guidelines as much as practicable. Please use common sense.

### **2. Numbers and Replacements.**

(a) Saturday Vigil / Sunday Masses (and Christmas) should have four (4) Ushers whenever possible. If an Usher cannot make a Sunday, he should call one of the replacement Ushers on his Team, if any, and tell the Usher Team Leader. If no replacement usher is available, the Usher Team Leader will ask another Usher (from any Team) who is present at the Mass, to fill in.

(b) note: Saturday Vigil Mass also should have four (4) Ushers, however, due to lack of trained Ushers, there are often only (3) three.

### **4. Dress.**

a) Saturday Evening Vigil Mass.

- Women. Please dress respectfully and appropriately.
- Men. Business casual.

b) Sunday Masses

- Women. Please dress respectfully and appropriately.
- Men. Suits or blazers/sport coats. Ties are appropriate whenever possible.

c) For all Masses:

- Jeans and tennis shoes are never appropriate.
- If you don't meet these standards at a particular Mass, continue with your ushering. Just try to remember to dress right the next time.

5. **Arrival at Church.** Please arrive 15 minutes before the Mass, put on an usher pin and check in with your Team Usher Leader and the other Ushers.

## 6. Usher Team Leader duties:

a) Have an Usher pick a family for the gifts and tell them what to do and when to do it. When a family with small children are bringing up the gifts, **do not give** the children anything to carry as they may drop it. Let the adults carry the ciboria and the wine.

b) Assign Ushers to their posts. One Usher for each door :

DOORS - As you stand at the doors of the Sanctuary and look at the Altar, the door on the extreme left is door 1, the two center doors are 2 and 3 and the door on the extreme right is door 4.

AISLES - As you stand at the doors of the Sanctuary and look at the Altar, the aisle by the left wall is aisle A. Moving to the right from there, the aisles are B, C (center aisle), D and E.)

c) Supervise and assist Ushers in their duties.

## 7. Usher Duties

Before the Priest Celebrant has moved into the Church Sanctuary, Ushers will hold open their doors for the parishioners and welcome them to the Church. To minimize the noise in the church, please do not prop the doors open. Allow Parishioners to seat themselves.

Once the Priest Celebrant has moved into the Sanctuary,

a) The Usher on door 1 shall seat people on the left side of the Church (using aisle B), the Usher on door 4 shall seat people on the right (using aisle D) and the Ushers in the center shall direct people toward either side and help the side Ushers as needed.

b) We can seat at all times before the readings, except in the center when the Priest Celebrant is (or is about to) walk down the aisle. Do not seat during either of the 1st and 2nd readings. Please wait till the gospel, when everyone is standing, to seat late arriving people - so it will be less of a distraction. Also, do not seat during the Eucharistic Prayer and Consecration.

At the Offertory collection: Ushers begin the process immediately after the Prayers of the Faithful. (Do not wait, please begin right away)

- a) The Usher on door 1 will take three of each basket type (white and red) and distribute these using aisle B.
- b) The Usher on door 4 will take three of each basket type (white and red) and distribute these using aisle D.
- c) The Ushers on doors 2 and 3 will assist Offertory Family in getting gifts ready, etc.) when the baskets are collected, all four Ushers will take them into the Sacristy, put them into the appropriate labeled bags (1st collection; 2nd collection), seal the bags and put them into the safe, being sure to confirm that they have fallen into the main compartment of the safe. Then two of the Ushers will sign and date the sheet confirming that the collections have been properly collected, bagged and deposited into the safe. THE USHER TEAM LEADER SHALL WATCH TO SEE ALL THIS IS DONE CORRECTLY.
- d) At the Saturday night Mass, gifts are NOT processed forward, so there is no requirement for anyone to bring up the gifts. This may be changed in the future.

Before Communion, each Usher should determine (and advise Usher Team Leader) if there is anyone in his/her section that cannot go up and wants Communion brought back to them. This information shall be communicated to the Communion Ministers.

During Communion, the Usher on door 1 will proceed down aisle A (Left), Ushers 2 and 3 will take the center aisle and Usher 4 will take aisle E (Right).

At the end of Mass, Ushers will:

- a) Hand out Church Bulletins as people leave. The Usher Team Leader will determine how many Ushers should hand out the bulletin. Any other Ushers should start straightening out the Sanctuary.
- b) Return Usher pins to drawer.
- c) If any parishioner voices a comment/complaint to an Usher, please communicate it to Father after Mass (i.e. if someone says the sound system is not working correctly).
- d) Straighten up the interior of the Church for the next Service. (Pick up around the pews, straighten up the song books, etc.)
- e) Return all lost and found items to "Lost and Found" in the Ushers Closet.