

Church of Saint Mary of the Lake
Volunteer Ministry Description
Spring 2008

Position Title: USHER

Responsible to: Mass Coordinator

Purpose of Position:

- Assist parishioners with seating.
- Pass the baskets for the collection.
- Tidy the pews in your section after Mass



Responsibilities:

- Arrive at least 15 minutes before Mass starts.
- At the Sacristy door, check your name off the schedule and sign in on the day's position sheet.
- Pick up your nametag.
- Pick up the baskets that you will need for the collection:
 - Main aisle, left: 2
 - Main aisle, right: 2
 - Handicapped section: 1
 - West section: 3 or 4
- Place the baskets under your seat. You may use a "reserved for usher" sign at your seat if needed.
- Assist parishioners with seating. When appropriate, ask parishioners who are already seated to move to the center of their pew so others can be seated.
- Continue ushering until the first reading begins.
- At Offertory time, pass out baskets as follows:
 - Main aisle:* Start first basket at first pew; start second basket right behind the pillar.
 - Handicapped section:* Start the basket at first pew.
 - West section:* Start one basket at the start of the small section, the large section, and the bleachers. Another basket may also be started at the fourth row from the back of the large section.
- If there are large gaps between parishioners and passing the baskets is difficult, offer assistance.
- When the collection is complete, weave through the gathering space to give these parishioners a chance to drop their envelopes in the basket.
- Walk to the door of the Sacristy and give your baskets to the Coordinator or Roadie.
- If you are ushering in the handicapped or West sections, pick up a stack of bulletins and place them near the doors in your section.
- Be attentive to your section and offer help when needed.
- Be attentive to any persons with disabilities who may need Communion brought to them. You may ask if they would like assistance and, if so, inform the Mass Coordinator.
- Even if you're not scheduled, stop by the Sacristy when you arrive at church. They may be short-handed and need additional assistance.

Qualifications:

- Be attentive to parishioners and visitors and offer assistance in finding a seat.
- Be attentive to people with disabilities. If appropriate, ask if they need assistance.
- Pass comments/questions to parish staff as needed.

Time Requirement:

At least 15 minutes before Mass and possibly a few minutes after Mass.