

Ushers

Preparation

1. Arrange a substitute if you cannot be there for your assigned time
2. Arrive at least 15 minutes before Mass
3. Check to see if there will be a second collection
4. Make sure the collection baskets are all in place and ready for use
5. On the 2nd weekend of every month, make sure the “Good Shepherd Center” baskets are in place at all the doors of the church
6. There is a wheelchair in the Bride’s room, if one should be needed
7. Do not chew gum

Execution of the Ministry

1. Be a friendly presence to each and all those coming to church
2. Keep on the lookout for new parishioners, visitors, strangers, the aged or handicapped, who may need special help; be ready to assist if someone gets sick.
3. Be prayerful and attentive during Mass
4. Make sure before you take up the collection that there are giftbearers, who will be in place by the time you finish the collection (you should not bring up the gifts; recruit a family or parishioners if need be)
5. During the Prayer of the Faithful, get ready to begin the collection and start as soon as everyone sits down
6. Be available as parishioners leave in case extra assistance is needed
7. Make sure the church is in good order for the next service