

## **St. Charles Borromeo Usher Guidelines**

*“...They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God's people.*

*Consequently, they must all be deeply imbued with the spirit of the liturgy, each in his own measure, and they must be trained to perform their functions in a correct and orderly manner.” - Sacrosanctum Concilium, 29*

- Lay ministers shall exercise only one ministry during a given liturgy so as to focus solely on their responsibilities for that ministry (*Sacrosanctum Concilium*, 28)
- Ushers shall arrive 30 minutes prior to Mass and sign in on the clipboard sitting on the bookshelf next to the corner door of the worship space.
- Finding Substitutes: If you are unable to serve, please log in to Ministry Scheduler Pro (MSP), find the service time you are needing a substitute for, and click the “request sub” link. All available ministers will receive the notification that a substitute is needed. The sub interested and available to take the spot will click the “volunteer” link. There is nothing else that needs to be done.
  - If for any reason you do not use MSP to find your sub, you will need to contact the Director of Liturgical Ministry with the change.
- Dress Code:
  - Lay ministers should be the best dressed members of the assembly. Think business casual or “Sunday best.”
  - Modesty: Shoulders, neckline, and back should be adequately covered. Skirts/dresses should be a modest length for bowing, genuflecting, and sitting.
  - Neither men nor women shall wear any type of shorts, jeans, athletic shoes, or other athleisure clothes.

### **Procedures**

1. Once you have signed in on the clipboard, put on your name tag found in the basket on the shelf below the clipboard.
2. Turn on the lights in the narthex and open the doors to the church if this is not already done.
3. Position yourself near the doors of the church so that you can seat people as they arrive. Ushers should keep an eye on where the open seats are in the worship space, whether that is from your position by the door, or you may want to have one usher roaming the church and the other directing people to the roaming usher.
4. If the narthex fills up, the gym will be used for overflow seating.
  - a. Prop open the doors, raise all the shades on the windows, turn on the lights using the switch near the door to the kitchen, and turn on the sound system in the closet found in the hallway with the restrooms.
5. In communication with the sacristan(s), as people are arriving, determine a family to ask to bring up the gifts during Mass.

- a. Instruct them to meet you by the offertory table at the back of church when the offertory song begins.
6. Prior to Mass, make sure that the offertory box is unlocked (but still looking locked). The key will be in the sacristy hanging in the cabinet with the tabernacle key. Return the key immediately so that it is not misplaced accidentally.
7. As Mass begins, the ushers should remain near the doors outside the church to help seat late-comers. After the Gloria ends, you may take your seat.
8. When the petitions begin, the usher will retrieve the basket from the offertory box and give it to the family who will be bringing up the gifts.
  - a. During the offertory, the family will wait by the baptismal font.
  - b. Give them the offertory basket and the bread and wine and instruct them to wait until Father and the altar servers come down from the altar. That is their cue to begin walking, and you may invite to go forward when it is time.
  - c. It is preferred that the basket come forward first, followed by the bread and wine.
9. At communion time, the ushers will help direct the flow of traffic.
  - a. During the Lamb of God, ushers will take their places in front of Station 13 or Station 2.
  - b. When the EMHCs takes their place, the usher at Station 13 will come forward and direct those seated in the bank of pews closest to Mary and Joseph to receive first, followed by the bank of pews on the opposite side of the aisle, starting with the front pew. When the last pew of that bank is being released, move back by the first pew of the far section along the wall and begin releasing them lining up along the wall and receiving via the center aisle in line with Station 13. They will then return down the opposite side of their pews going down the same aisle as those returning from the center section.
  - c. The usher by Station 2 will direct the section closest to the piano to receive first, coming out on the side by the piano. When the last pew of that section is receiving, move back by the first pew of the far section along the wall and direct people to come along the wall and up the aisle closest to the piano. They will return down the opposite side in the same aisle as those returning from the center section.
  - d. Prior to Mass, if you notice someone who may have a mobility issue, ask them if they would like to have communion brought to them, then let the deacon or Father Jeff know before Mass. Once you have received at the end of the regular communion line, you may give the deacon, Father Jeff, or the EMHC a reminder to come with you to where the person is.
10. At the end of Mass, the ushers immediately go to the credence table to retrieve the offertory basket and bring it into the sacristy.
  - a. Empty the contents into one of the security bags. Write both of your names on the tear-off tab and place the tab in the bag. Seal the bag and write both of your names on the white lines on the outside of the bag. Place the bag in the safe, close it, and spin the knob to make sure it is locked.

11. In the case of an emergency, there is a fire extinguisher, first aid kit, and AED located under/above the cabinet by the light switch in the narthex.

Thank you for your service to St. Charles Borromeo in this ministry. If you have any questions, please don't hesitate to reach out.

Becca Beetham  
Director of Liturgical Ministry  
[bbeetham@scbcomaha.org](mailto:bbeetham@scbcomaha.org)