

Most Holy Trinity Catholic Parish Usher Instructions

1. Preparation. Pray for the week prior that as an usher on Sunday you will reach out to our parish family with a hearty welcome to worship!
2. Attire.
 - a. Cadets: As for chapel.
 - b. Others: Men should wear dress slacks and a shirt with collar. Women should wear the feminine equivalent. Jeans, sandals, or T-shirts should not be worn.
3. Before Mass. Be at the chapel fifteen minutes prior to the start of Mass. **Priority** is to accomplish the tasks below. If possible, try to greet as many people as possible as they enter the church.
 - a. Ensure that the collection baskets and offertory basket (one with no handle) are present.
 - b. Check with the priest and bulletin for special instructions like a second collection.
 - c. Ask for enough help to conduct the collection. You will need at least 3 others to cover the collection, you may need 4 if there is a large attendance Mass.
 - d. Coordinate for assistance for the post-mass operation: distribute bulletins/flyers and collecting/counting the money. Note, if you are under 18 ensure you ask someone 18 or older to help you count money.
 - e. Check off your name on the usher schedule in the back of the church on the bulletin board.
 - f. Determine if there is a “Host” family present. This family has volunteered and been scheduled to take up the gifts and then setup the altar. There should be a schedule in the back of the church on the bulletin board indicating if there is one assigned for the Mass and who it is. Make sure Father knows that there is such a family present if there is one. If there is no family, be prepared to ask someone to take the gifts up.
 - g. Extend greetings to all as they enter the door. It would be great if one usher could be at one main entrance and another usher/helper at the other main entrance.
4. During Mass. Be visible and provide support as needed to include the following:
 - a. Assist with seating when needed (football weekends).
 - b. Sometime prior to the collection you will need to consolidate all of the “host” into the center bowl to be brought forward by the host family.
 - c. Prior to the gifts being brought forward, have someone help you move the gift table back under the bulletin board (in the main foyer) so it is out of the way.
 - d. Ensure the gifts and collection are brought forward. If there is a “Host” family, they will take this to the altar and setup as appropriate. If there is no “Host” family, the gift bearers should proceed to the front pew together and then genuflect before returning to their seats. The priest will usually take the gifts (Once again, Father will need to know if there is a “Host” family so he knows whether to receive the gifts). The collection should go at the base of the altar.

- e. Second collections are usually conducted after communion. Coordinate with the priest for this if there is to be one.
5. After Mass. Items a and b below need to occur simultaneously. Ushers need to coordinate with the Chaplain's Assistant and for additional help from their family, friends and/or cadets.
- a. Distributes bulletins/flyers (if any) and extend good wishes to the parishioners.
 - b. Collect the money baskets from the alter, transfer to the rectory kitchen and count the money. These actions need to be always accomplished by two persons for security of the parish collection. The money collection should NEVER be alone with one person until it has been counted. Unfortunately, for those who are married, your spouse cannot be the one helping you count.
 - c. The head usher then records the total collection amount and reports it to me (MAJ Petitt via email) the following week for verification of the collection deposit.
5. Any questions regarding usher duties should be directed to MAJ Rick Petitt, x4756 or 446-2783. Thanks for your help!