

GUIDELINES FOR USHERS

The ministry of ushers is a special service in the liturgical ministry. They are ministers of the church and servants of the faith community. This ministry is deeply rooted in scripture and tradition. Ushers assist at the celebration of the Eucharist and other liturgical functions. Ushers are representatives of the parish of St. Jude.

At St. Jude ushers are assigned to one of three teams for their Mass time. The team ushers for a full month, rotating every 3rd month. Each team has an assigned captain and this is also rotated every 3rd month.

PROFILE OF AN USHER

- Ushers should be Catholics in good standing, male or female, and be at least 15 years old.
- Dress should be appropriate for the liturgical celebration.
- Background check is required for all ushers and Safe Environment training is highly recommended.

USHER'S ROUTINE

- Arrive at the church at least 15 minutes prior to Mass beginning.
- Sign in at the desk in the vestibule and have your name badge on. Blank badges are available. Sign-in sheet lists the various positions and their responsibilities.
- Check with your captain to determine if there will be any special instructions for that day.

- Go to the position you signed up for and make sure there are collection baskets, song sheets, and bulletins at your station.
- Greet and seat people as close to the front as possible. Use your common sense.
- For the Collection, work in teams of two and take the baskets to the drop safe when finished. Do not be emptying baskets in the main vestibule.
- Count the assembly after the collection and before the Consecration. Put counts on the sign-in sheet.
- During Communion, go to your station at the same time Eucharistic ministers go to theirs. Invite the congregation to receive Communion. Advise Eucharistic ministers when there are handicapped that cannot go to the front.
- At the end of Mass, distribute bulletins and assist with opening doors.
- After Mass-check to make sure the sanctuary is clean and neat. Take out bulletins, song sheets, etc. that have been left in the pews. Check with your captain to see if anything else needs to be done before leaving.

GENERAL COMMENTS

- There is an Usher Manual available with more detailed information and a copy is given to all ushers.
- Reminder post cards are sent to the team members about one week prior to their assigned month. The schedule is also available on the St. Jude web site. The captain's phone number is listed.

- We are always in need of more ushers especially at the 5:00pm Masses on Saturday and Sunday.
- Training is provided on an “as needed” basis.
- Emergencies do occur and ushers need to be alert and respond depending on the situation.
- If you are unable to usher at your assigned Mass, please advise your captain.
- Chairperson for ushers is Jeff Maas and he can be reached at (H) 972-727-3520 or (C) 214-336-4309.