

## **REVIEW FOR HOLY FAMILY USHERS**

- To be an Usher is to exercise a parish ministry
  - Creating a welcoming and friendly environment at doorways
    - Greet people as they enter (the “face” of the parish)
- Ushers’ attire
  - *Use of ushers’ closet*
- Help people find seats during Mass
  - How to intervene when there is a distraction during Mass
- **Collection will take place immediately after the Intercessions**
  - Collection should take place before the procession of the gifts to the altar
    - Assist sacristans with collection
      - Collection should be placed immediately in tamper proof bags with tamper proof insert
        - One usher must accompany sacristan to collection counters with  
**SEALED BAG**
- How to usher during Holy Communion
  - Approach the front of the aisles *when Extraordinary Eucharistic Ministers are lining up at the sanctuary*
    - Be aware of those who need communion brought to them
- What to do with the bulletins
- What to do in case of a medical emergency
  - Incident report forms
    - In case of accident, we need contact info...*names and phone numbers*