



CHURCH OF THE  
**RESURRECTION**  
CATHOLIC CHURCH

# LITURGICAL MINISTER GUIDELINES



## USHERS

*2020 Update*



# WELCOME

Ushers are the eyes and ears during Masses. Not only do they help with the collection, assisting handicapped parishioners, and offering helpful guidance, they are also our first responders if anything goes awry.

## Scripture Reflection

**Luke 7:44b-47a**

*When I entered your house, you did not give me water for my feet,  
but she has bathed them with her tears and wiped them with her hair.  
You did not give me a kiss, but she has not ceased kissing my feet since the time I entered.  
You did not anoint my head with oil, but she anointed my feet with ointment.  
So I tell you, her many sins have been forgiven; hence, she has shown great love.*



## MINISTRY IN CONTEXT

As with all Liturgical Ministries, everything should be done in the context of the Mass itself. As an Usher, your role fits into the Mass as follows:

**Before Mass**     *Please arrive at least 15 minutes early to the Sacristy.  
Put on an “Usher” name badge from the top drawer at the  
end of the long counter in the Sacristy.  
Place the card for bringing up the gifts face-up on the table  
in the back.  
Check that the volume is turned up in Fr. Winkels’ Chapel.  
Wheelchairs are located near the Conference Room; those  
who need them should sit in the back or at the front/sides.  
For liturgies at Christmas and Easter, help people find seats  
and also encourage people to make room in the pews.  
Pray with the other ministers outside of the Sacristy.*

### **Procession**

**Opening Prayer** *After the Procession is completed and Mass has begun,  
close the doors to the Church.  
At least one Usher should remain in the Gathering Space;  
others may sit with families or in the back.*

**Penitential Act or Sprinkling Rite (Easter)**

**Gloria (Ordinary Time, Christmas, and Easter)/Collect**

**First Reading**

**Responsorial Psalm**

**Second Reading**

**Gospel Acclamation/Gospel Reading/Homily**

**Creed**

**Prayer of the Faithful**      *Get the collection baskets ready at this time.  
Begin as soon as the Prayer of the Faithful is done.*

**Presentation of the Gifts**      *Usher on the far right should also collect from Fr.  
Winkels' Chapel.  
Bring the collection to the back, put in bag, seal,  
and place in the large basket to take to the  
Altar. (Father will leave the children's  
collection at the altar.)*

**Eucharistic Prayer**

**The Lord's Prayer**

**Sign of Peace/Fraction Rite (Lamb of God)**

**Communion**      *Signal to the Eucharistic Ministers ONLY on the Ambo side of  
the Church via a wave to let them know if there are people  
who need ministered to.  
Second Collections are handled in the same way as the  
regular collection. However, please place this collection  
directly in the safe.*

**Prayer After Communion**      *Place bulletins in the holders at the entrances.*

**Final Prayer/Final Blessing**      *Open doors.*

*Have bulletins ready to hand out at doors.*

**Recession**      *Pass out bulletins to those who are leaving after Mass.  
One Usher should take the collection basket from the Altar  
Server when he or she walks out and place it in the safe.*

**After Mass**      *Help to tidy the pews after the Church has emptied.*

## **TIPS FOR USHERS**

Here are a few helpful pointers from seasoned members of this Ministry:

1. Know where important things are: telephone, water fountain, bathrooms, places to sit, etc.
2. Make sure you are still actively participating in the Mass, even though it will be with perked eyes and ears!
3. When passing out bulletins, “Good morning,” and “Have a good day,” go a long way.
4. Be attentive to families with fussy children and help them to Fr. Winkels’ Chapel, if needed.
5. Safety is the top priority. If you’re unsure/uncomfortable, do not be afraid to ask or seek help.

*VIRTUS Training is required for over-18’s in this ministry.  
Please ensure this is done before you begin serving.*



## **LITURGICAL MINISTER DRESS CODE**

***Conservative – Modest – Polished – Respectful – Versatile***

**“In him we live and move and have our being...” (Acts 17:28)**

Liturgy is **LIVING!** Keep in mind that we **sit, stand, bow, genuflect, and move around** in a variety of ways during Mass. **Clothing choices for Mass should reflect the five points above during every ritual action that we do.**

**“Raise your eyes and look...” (Zechariah 5:5)**

Liturgical Ministers should remember they are at a height when in the Sanctuary from the vantage point of those in the pews.

**“Stay awake, for you know neither the day nor the hour...” (Matthew 25:13)**

Remember you may be called upon “in the moment” to minister at weekend Mass! Always **be prepared** and choose clothes to wear for Liturgical Ministry every weekend, even when you are not “on.”