

Saint Francis de Sales Catholic Church Purcellville, VA



Ushers at Saint Francis de Sales Catholic Church act as hosts and hostesses to warmly welcome the people of God to each liturgical celebration as well as perform various duties as required of them and defined in the Usher Handbook.

Usher Handbook 2018

Important Contacts

37730 St. Francis Court
Purcellville, VA 20132

Parish emergency # 540-338-6440

1. Rev. Ronald S. Escalante, Pastor Email: countryparishpriest@gmail.com Phone: 540-338-6381 x102	2. Mr. Michael Galdo, Director of Music Email: m.galdo@saintfrancisparish.org Phone: 540-338-6381 ext. 117
3. Rev. Mark Mullaney, Parochial Vicar Email: frmullaney@gmail.com Phone: 540-338-6381 x133	4. Mr. Patrick Orender, Head Usher Email: theorenders@gmail.com Phone: 703-999-1084
5. Mrs. Angela Baker, Secretary Email: secretary@saintfrancisparish.org Phone: 540-338-6381 x100	6. Mr. Scott Grimard, Assistant Head Usher Email: grimster845@comcast.net Phone: 703-965-8054

Emergencies

911 is for emergencies, potential emergencies, or when an emergency is imminent. Is there a danger to life or property?

- Is there a serious medical emergency, (chest pains, seizures, bleeding, etc.)?
- Is there any type of fire (building, vehicle, brush, etc.)?
- Is there any crime-in-progress (robbery, burglary, prowler, fights, etc.)?
- Is there any other life threatening situations (traffic accident with injuries, stuck in high water, etc.)?
- Is the caller or someone else the victim of a crime?

You should call 911 anytime you believe there is an actual emergency. If you are unsure, call 911 and the dispatcher can assist you.

Please do not call 9-1-1 to report that electricity or other utilities are off; to notify authorities of traffic jams; to inquire about government services or to learn general information.

When reporting an emergency:

- Remain calm
- Speak clearly
- Listen to instructions
- Answer all questions



An Usher's Prayer

Lord, you make all kinds of people, even people like me. In your love, you gather them all into your Church. As you, gather your people this day, help me to serve them in a Christ-like manner, even as your Son served those who gathered about him. Make me prayerful and patient, helpful and understanding, and may I radiate the joy that faith brings as I serve their needs. Give me your strength to support my fellow ministers. May all who assemble to celebrate our common faith in the risen Savior be glad of heart for being here and for having encountered your Son in one another, in our priest, at the tables of the Book and the Bread, and through the ministry of ushers like me. I ask this in Jesus' name. Amen.

The Ministry

The Usher - The Minister of Hospitality is a person chosen to reflect the warmth and welcome of Christ himself. Always conscious of Christ's words: "I was a stranger and you welcomed me", Greeters/Ushers are friendly people who are attracted to all age groups and nationalities. The Ministry of Hospitality is open to all – women and men.

The faith of the Ushers enables them to see Christ's presence in individuals and in the gathered community of believers. Ushers can handle emergency situations with courage and aplomb. They carry a dignity about themselves even when performing menial tasks.

Introduction

Humble Service

Every liturgical ministry is established to serve the worshiping assembly. All those who serve in special roles are servants of the assembly; their task is to help the assembly fulfill its vital role in the liturgy. The most important role that the Usher serves is that of hospitality. The user is the first person that worshipers meet when they arrive at the church. The user has the opportunity and the responsibility to represent the rest of the church in offering hospitality. People's impression of a parish is significantly shaped by the presence or absence of a welcoming atmosphere where they come to worship. Offering a smile and a word of welcome can have a profound impact on people as they arrive, especially if they are visitors to the parish.

Welcoming people and making them feel at home is one way in which Ushers help build up the church. Hospitality is a vital element in creating a sense of community for worship. A person who feels welcomed and valued is much more likely to enter wholeheartedly into the celebration of the liturgy, giving thanks to God for the love that God pours out on us.

Appropriate Attire

A neat and reverential appearance is in keeping with the minister's role as a visible example of welcome and hospitality. The ministers' attire should not detract from their role.

Men should wear a suit and tie or wear a jacket and dress shirt (tie optional).

Women should wear an appropriate dress of acceptable length or slack suit. Please, no sundress.

Remember that the Priests have no choice in what they wear to Mass. Their vestments can be very warm, but we know that we are all engaged in the greatest prayer of all.

Usher Badge

Each Usher should wear the Usher Badges provided by the Church to be identifiable to our priests, parishioners, and guests. Usher badges may be clipped over a shirt pocket, suit coat pocket, or pinned on. Badges will be provided to each Usher by the Church. Ushers may keep their personalized badge. Alternate Ushers should keep their badge in their car or remember to bring to their Mass so in case they are called upon to serve they will have their badge available.

Scheduling

Scheduling of Ushers is done based on Mass preference and is coordinated with the Head Usher. A total of 4 adult Ushers is necessary for the Saturday Vigil - 5 pm Sunday - 7 am, 8:30 am, 10:30 am, 12:15 pm; the current schedule is managed via online system Ministry Scheduler Pro

<https://secure.rotundasoftware.com/1/web-terminal/login/saintfrancis?>

Short video how to sign in at mass <https://vimeo.com/184693553>

A short video to download a mobile APP <https://vimeo.com/198229819>

Seating

The proper places for seating of Ushers are the designated areas in the rear by the windows. Always be attentive to the needs of the faithful, you should sit in the designated places indicated by “RESERVED FOR USHERS” Ushers should be in their seats when not performing their duties. (See Figure 1)

Procedures Before The Liturgy

- Arrive at the church 15-20 minutes prior to the start of Mass.
- Sign in on the tablet
- Check in- make sure you have your Church issued Usher badge
- The first Usher to arrive should make sure the bank money bag for his or her Mass is placed on the counter in the upper sacristy (See Figure 1).
- Put out 4 (8 with the second collection) **** Baskets are located in the Usher room opposite the upper sacristy: 5 PM Saturday Mass please retrieve the baskets from the room and place under the gift table and after the Sunday 5 PM Mass please return the baskets to the Usher room***
- Check the pews for items that need to be removed prior to your Mass, i.e. bulletins, water bottles etc., put back songbooks and the Church Sunday Missal book into the book racks on the back of each pew. Also, any personal or valuable items left by the parishioners place on the counter in the vestibule. Anything found of significant value should be given to a Priest or Usher Captain for safekeeping.
- Assist with seating as necessary. Point out places for wheelchairs when appropriate; wheelchairs can only be parked where space is designated not blocking any aisle.
- Lookout- Be aware of any parishioners who wish to receive Communion at their pew.
- Select the gift bearers and give them any necessary instructions. When choosing the gift bearers, remember that their attire should be that for the church. Please advise them to go to the back of the Church, once the Prayer of the Faithful begins.
- Meet, Greet and Seat parishioners.

Gathering Rite

Once the entrance procession has completed and the Celebrant greets the assembly, close all the Church doors. It is appropriate that at least two ushers stay in the Vestibule during this time to inform people that we are waiting for the proper time for them to enter the worship space. For those latecomers, have them wait in the Vestibule during the Opening Prayer. Following that prayer, assist if necessary or have them find seats prior to the beginning of the first reading.

Only exception is handicapped and/or elderly with a need to sit imminently

Liturgy of the Word

During the Liturgy of the Word, to show respect for the Word of God among us, the following are the only appropriate times to allow people to find seats:

- Between the 1st reading and the Psalm
- Between the Psalm and the 2nd reading
- Following the 2nd reading and Following the reading of the Gospel

Before the homily begins, do not allow people to enter the worship space during any of these readings it is important to gently ask latecomers to remain in the Vestibule until the appropriate pause so that they do not distract the assembly from their worship. One Usher should be at each aisle entry point of the worship space to be able to facilitate this process. After the Gospel, the Ushers should take their designated seats in the chairs against the windows of the nave. An Usher may direct late arrivers to the chapel (Live stream of the Mass)

Only exception is handicapped and/or elderly with a need to sit imminently

Collection of Gifts

Once the Prayer of the Faithful begins, this is the signal for the ushers to get the collection baskets and **stage** to proceed down the side aisles; once the Prayer is completed the Ushers will proceed in unison down the **side aisles closest to the windows** to the front pews of the Church with reverence to the altar and bow. Usher who collect from the side (bump outs) will also collect from the vestibule and chapel. Once all baskets have been passed through the pews, the Ushers then will bring **ALL** the collections with two ushers (adult) to the upper sacristy where ALL collection will be placed in the bank money bag, each Usher will sign the money bag with two signatures and also each will sign the collection sheet. The bag will then be placed in the Church safe

Sign of Peace

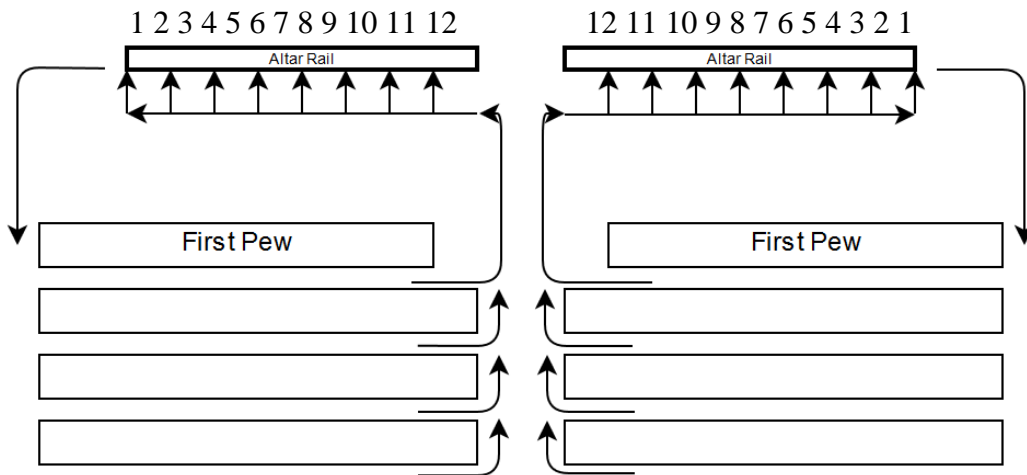
After the Lord's Prayer, each Usher shall exchange the Sign of Peace with the parishioners nearby and among themselves. At the conclusion of the Sign of Peace, Ushers will kneel closest to the **side aisles by the windows**.

Communion Procession (How to Go to Communion with Communion Rails)

The Ushers assisting with directing the congregations to the Communion rail shall proceed to the front of the Church from the side aisles closest to the windows once the priest consumes the chalice (blood). When the Ushers arrive to the front they shall pause and make a profound bow (bow at the waist) in unison and begin directing the flow as outlined below.

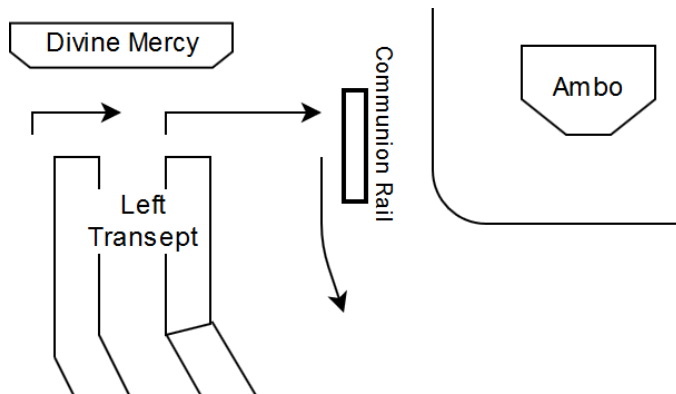
For those sitting in the Nave:

The first pew should proceed down the main aisle of the Church and go directly to the altar rail, do not wait in the center of the aisle to receive communion as you would before. Go all the way down to the spot farthest down the rail that is available (indicated by the numbers – # 1 spot is farthest and should be where the first person goes). Fill up the entire rail with people and wait for the priest to bring communion to you. You may either kneel or stand while you wait. Please wait in the same posture you wish to be in as you receive communion. Once you have received communion, exit by the side aisle and proceed back to your pew. Another row of communicants may fill in as the spots become available. You do not need to wait for the #12 person to receive communion before you take your place at #1, #2, etc. The first person in the next row should proceed all the way to the end of the rail (#1) and everyone should fill in at the next available spot as they open up.



For those sitting in the Transepts: Proceed down the side aisle in the same way as before and process up one at a time up to the altar rail. You may kneel at the rail or stand to receive communion.

Return to your pew by the aisle on the other side as you would before.



Concluding Rite

After the Post-Communion Prayer, two Ushers will take the Church bulletins and each stand on either side of the baptismal font. After the Celebrant and the Procession has reached the middle of the Church, the Ushers at the doors may open the doors for the parishioners and begin to hand out the Church bulletins.

Following the Liturgy

Each of the four Usher's will assist each other to check the pews for items that need to be removed after your Mass, i.e. bulletins, water bottles etc., please put back any songbooks and the Church Sunday Missal books into the book racks on the back of each pew. Also, any personal or valuable items left by the parishioners place on the counter in the vestibule. Anything found of significant value should be given to a Priest or Usher Captain for safekeeping.

Straighten up the counters in the vestibule. If the air conditioning or heat is on please close all doors to the Church as to conserve energy and maintain a pleasant environment for the next Mass.

Head Usher

The responsibilities of the Head Usher are to schedule Head Usher meeting with Usher Captain's quarterly and twice a year meeting with all Ushers. The Head Usher is responsible for attending Liturgy meetings, compiling the schedules from the Usher Captains, assisting the parish secretary with Usher database management, communicating with all Ushers where pertinent information is concerned pertaining to the Usher Ministry, and updating the Usher Handbook as needed and to provide an Usher Badges to new Ushers. He/she is also an active Usher.

Assistant Head Usher(s)

The Assistant Head Usher(s) is selected by the Head Usher and is also an Usher Captain. The responsibilities of the Assistant Head Usher are to assist the Usher Captains in training, recruitment and randomly attending other Masses other than his or her own Mass to observe and help as necessary.

Usher Captain

The Usher Captain is in charge of the other Ushers at the assigned Mass. He or She is selected by the Head Usher. The Usher Captain's duties also include following:

To set an example for his fellow Ushers and Parishioners by his dress, demeanor, attitude, friendliness

- Assisting the Priest's when needed.
- Recruiting new Ushers for his or her Mass and notify the Head Usher
- To give the new Ushers a copy of the Handbook
- Assigning duties at their Mass, i.e. select parishioners to take up the Gifts, where they will be seated during Mass, which Ushers will be assigned to what task and aisle.
- Locating alternates and willing Parishioners to assist him or her in the collection and handing out Church bulletins when a regular Usher is not able to be at Mass.

In Case of Fire

Fire and Evacuation Plan: When the fire alarm sounds, immediately search for a fire. If no fire is found, let the other Ushers know and reset the fire notification alarm at the fire alarm panel located in (See Figure). If a fire is discovered, Call 911, pull the Fire alarm, and evacuate the area. The Church address is 37730 St. Francis Court Purcellville, VA 20132. Fire extinguishers may be used to battle small fires. Do not risk being overcome by smoke or toxic fumes. The fire alarms and extinguishers are located throughout the church. The presiding Priest may request ushers to assist with removing the Blessed Sacrament from the Church. Ushers should meet the responding fire apparatus and direct fire personnel to the fire, All Ushers should gather near the fire apparatus for additional instructions.

First Aid and Medical Emergencies

- First Aid is located in the Ushers room under the Choir stairs.
- Use it to assist parishioners with minor medical situations.
- If a medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health.
- Call 911 for an ambulance.
- Church address is 37730 St. Francis Court Purcellville, VA 20132.
- If an AED is needed it is located outside the Church restrooms

One usher should meet the ambulance and direct EMTs to the emergency.
If the situation permits, the victim may be moved to the Chapel for privacy.
All ushers are encouraged to become CPR trained.

Restrooms and Drinking Fountains

Restrooms and drinking fountains are located on the left past the Chapel

Finding a Substitute

If an usher cannot serve at his or her regularly scheduled Mass and it is less than three days before their scheduled Mass, they need to contact their Captain and inform them via email, text, phone call. If it is greater than three days please use the Ministry Scheduler Pro to request a sub.

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Volunteer-Assignment Procedure for Special Occasions

Several occasions like Holy Days of Obligation, Easter Week and Christmas Masses will require additional Ushers. Ushers will be needed for First Communion and Confirmation and may be requested for Parishioners' Funerals if requested by the Pastor. Ushers should anticipate serving at these special occasions. The Head Usher will contact and coordinate scheduling; this will be first come – first served.

Usher Handbook

The Usher Handbook will be given to each current and new Usher. Copies of the Usher Handbook will be located in the upper sacristy.

