

Daily Mass Usher Responsibilities

Usher #1

1. Thermometer and “clicker” should be in the Narthex on the desk by 5:10pm. If those items are not there, go to the Sacristy and ask for them.
2. Stand inside the Narthex taking temperatures. The cut off temperature is 100.0 degrees. Please do not let anyone else touch the thermometer. This is the responsibility of Usher #1.
3. During Mass, stay in the Narthex to monitor the Narthex:
 - a. someone coming in late to Mass
 - b. mother / father bringing crying baby in the Narthex
 - c. several people going to the bathroom (remind them kindly that women’s restroom: only 2 at a time; men’s restroom: only 1 at a time.
 - d. If someone walks out feeling ill

(All these unforeseen circumstances will be handled by Usher #1. Please use your discretion as you see appropriate, following the guidelines set in place.

4. Usher #2 will notify you when the number of persons allowed in the Church has been met (25% capacity max). Usher #1 will meet people outside to inform them that the Church has hit the limited number of persons allowed. With charity, “I’m sorry, but we have only a limited number of seats available and they are all taken.”
5. Stand outside after Mass by the exit door. “Thank you for not congregating. 😊”

Daily Mass Usher Responsibilities

Usher #2

1. As persons walk in, remind them to use the hand sanitizer. Inform them that there are ushers that will seat them. They can stand on the 'stickers' that mark the 6 ft distance. Thank them for remembering to social distance.
2. Keep count of the total number of people during Mass by using the clicker. Look down at the clicker often to make sure you are not double clicking 😊.
3. If anyone comes in with a paper ticket, ask them to place it in the basket by the hand sanitizer.
4. Ask people if they have a ticket. Even if they do not have a ticket, let them in!! We will not be turning away anyone who wants to go to Mass, unless there are more than 150 people.
5. Do not count the number of tickets coming in. Count only the number of persons in attendance.
6. Once the total count hits 150 persons, notify Usher #1.
7. Usher #1 will meet people outside to inform them that the Church has hit the limited number of persons allowed. If this happens, Usher #2 will stay in the Narthex, troubleshooting any situations that arise. (See # 5 on Usher #1)
8. Before Father begins Communion, walk up the center aisle. Wait for the persons on the transept to go to Communion first. Then usher the people alternating right and left pews. Thank them for social distancing.
9. Stand in the Narthex after Mass (in between the two exit doors). "Thank you for social distancing. Have a great day!" 😊

Daily Mass Usher Responsibilities

Usher #3

1. Have the door from the Narthex to the Church propped open so no one touches the handle.
2. Usher people to the center aisles only. The right transept will open only after the all the center aisles are full.
3. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
4. Ask where they want to sit. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. In the first few pews, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households.
5. Before Father begins Communion, walk up the **left aisle**. Ensure that as the people coming back from Communion down the **left aisle**, are social distancing. If there are people in the left transept pews, motion for them to wait until after all the people in the center aisles have gone to Communion. Usher them to the very back of the center aisle for them to receive Communion in the same manner as everyone else.
6. **As Father walks down the aisle, stand close** by the collection basket near the altar. Wait for Usher #4 to join you. As soon as everyone leaves the Church, close the plastic bag, seal it. Put the plastic bag inside the cloth bag (which is in the basket). Replace the new cloth and plastic bags.
7. Take it with Usher #4 to the safe in the Sacristy.

Daily Mass Usher Responsibilities

Usher #4

1. Have the door from the Narthex to the Church propped open so no one touches the handle.
2. Usher people to the center aisles only. The right transept will open only after the all the center aisles are full.
3. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
4. Ask where they want to sit. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. In the first few pews, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households.
5. Before Father begins Communion, walk up the **right aisle**. Ensure that as the people coming back from Communion down the **right aisle**, are social distancing. If there are people in the right transept pews, motion for them to wait until after all the people in the center aisles have gone to Communion. Usher them to the very back of the center aisle for them to receive Communion in the same manner as everyone else.
6. After Mass, usher the right center aisle, starting with the back, toward the exit doors. After the center aisles are empty, usher the people in the right transept aisles.
7. After ushering everyone out of the Church, join Usher #3 at the collection basket. Walk with Usher #3 to the safe in the Sacristy to deposit any collections received during Mass.

Daily Mass Usher Responsibilities

Coordinator of Volunteers

1. Please arrive no later than 5pm.
2. Enter through the Daily Mass Chapel doors.
3. The thermometer and 'clicker' are in the Sacristy. The sacristan should open the gate between the Narthex and the Daily Mass Chapel.
4. As volunteers come in, ask them their name and what assignment they signed up for.
5. Go through the responsibilities that are outlined for that assignment.
6. Emphasize what the instructions and directions are for Communion. Use the map provided on this desk.

Email Mary Black for any situation, circumstances or comments you may have that occurred at the Mass you held this volunteer position. mblack@holyfamilychurch.net