

Prairie Catholic's Guidelines for our: Ushers

Instructions:

1. Dress appropriately for Ushering. Be professional, but comfortable. You are part of a team, communicate with each other. Be aware of special groups, events.
2. Remember you are the "FRONTLINE", therefore you possibly will be the first impression of the character and spirit of the ministry. Warmly welcome guests and visitors.
3. Provide a safe and healthy environment. Assist the elderly to a seat as needed. Provide directions to rest rooms and other facilities.
4. Help to seat people; try to seat them according to how the seating capacity is situated in the sanctuary already.. Concerning the elderly, remember some may have hearing difficulty, so ask if you may sit them closer to the front.
5. If the people are late. Have them stand quietly at the back until a time when they can be seated without distraction.
 - Avoid long conversations (also with other ushers).
 - Have a genuine nice smile
 - Make the people, members and guests, feel welcome.
 - Hug or give a firm handshake when you welcome them.

Notes:

1. The ministry of Ushering is a vital part of any church ministry. Ushers represent the church in a very visible way, and help set the tone in preparation for the worship service, as well as assist with the smooth operation within the service.
2. Even if detailed policies have not yet been worked out for emergency situations, ushers need to be ready at all times to respond as directed when there is a disturbance, illness, or other situation that requires special attention.
3. Collect the Offerings after the prayer of the faithful and help the gift bearers to bring the gifts to the Priest. And second collection after communion.

Those who would like to be ushers please call 608 326 6511