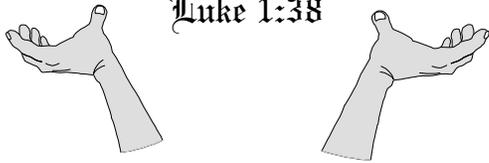


Ministers of Hospitality

I am the Servant of the Lord

Luke 1:38



OUR MISSION STATEMENT

”Let all things be done decently
and in order.”

1Corinthians 14/40

Saint Edward the Confessor Church
New Fairfield, Connecticut
(203) 746- 2200

BEFORE MASS

- ◆ Arrive at least fifteen minutes before Mass begins.
- ◆ Check with the head usher for any instructions and a quick review of responsibilities.
- ◆ Wear your USHER pin.
- ◆ Check the USHER BULLETIN BOARD to see if there is anything special going on at your particular mass.
- ◆ Actively welcome the arriving parishioners and visitors at the entrance of the church if you are a greeter.
- ◆ Please be sensitive to those with any disabilities.
- ◆ Assist those in wheelchairs to the designated area for wheelchair bound people.
- ◆ Be aware of any person who will need an EME to bring them communion. Please check the board for the correct way to bring communion to the infirm.
- ◆ Only mothers/fathers with crying babies should be using the cry room.
- ◆ Make sure that all doors into the worship space are unlocked.
- ◆ Keep the doors between the gathering space and the worship space closed at all time.
- ◆ Place the Intention Basket, Intentions Slips and pencils on the Offertory Table in the Center Aisle.

DURING THE MASS

- ◆ Please participate throughout the Liturgy.
- ◆ Do not remain standing throughout the liturgy. If possible please sit in the back pew.
- ◆ Do not “hang out” in the gathering space during mass.

COLLECTION

- ◆ The collection begins once the Presider is seated after the Prayer of the Faithful.

- ◆ If you are a money collector and you are sitting with your family you should go to the usher room to get the baskets right after the homily.
- ◆ Process up the middle aisle to the altar platform, make a slight bow in reverence to the altar and go to your assigned pews to distribute the baskets. Each usher should know which banks of pews they are going to be responsible for.
- ◆ When the collectors are at the halfway aisle in the church the gift bearers will come forward with the ciborium of hosts and the carafe of wine. If the intention basket has papers in it bring this up as well.
- ◆ When the collection is complete, empty all monies and envelopes into the large plastic bag at the back of the Worship Space and bring it up to the coordinator by way of the side aisle and up into the music area. Leave the basket of money behind the organ.
- ◆ Do not bring the money up the center aisle with the gifts.

COMMUNION

- ◆ After the Lamb Of God move to the first pews in each bank to direct the assembly for communion.
- ◆ The communion lines should not be started until all ministers are in their positions and the celebrant is on the rug facing the congregation.

FINAL BLESSING

- ◆ After the final blessing please go to your stations at each door to wish the departing community a good day and hand out bulletins.

AFTER MASS

- ◆ **Straighten out the pews by replacing hymnals in the pew racks.**
- ◆ **Remove any items from the pews that don't belong there such as Kleenex, food scraps, stray bulletins, papers, books, cards, etc.**
- ◆ **Put all extra bulletins in the Ushers Room.**
- ◆ **Retrieve the collection and intention baskets from the credence table in the Sanctuary and put them back on the Offertory table.**

PROPER ATTIRE - Seasonal Business Casual

- ◆ Men - Appropriate casual dress.
- ◆ Women - Appropriate casual dress.
- ◆ (Shorts, cut offs, t-shirts, mini-skirts, tank tops, flip flops, etc. are not appropriate dress for church.)

IN CASE OF EMERGENCY

- ◆ There is a phone in the Ushers Room. If you determine the situation to require professional assistance, call 911.
- ◆ There is a First Aid Kit in the Ushers Room for minor situations that can be handled by the ushers.

UNABLE TO ATTEND

- ◆ If you are unable to attend your scheduled liturgy please try to find a substitute.