Usher Instructions – Indoor Masses

**Set Up**

* Open and keep the door to the Narthex in the open position (weather permitting). When the double doors open, you will see a switch on the top of the door frame. Typically this is set to Auto On, so that it automatically closes with no one nearby. To keep the door always open, flip that switch fully to the other side. Please close the doors once Mass starts but then re-open again when Mass ends.
* Make sure the double doors to the sanctuary are propped open. The door to the side chapel should be closed
* Make sure the Collection basket is on the stand at the back of the Sanctuary for people to deposit as they enter or leave the church.

Usher location: as people come into the church entering the sanctuary through the double indoor doors, stand close to these doors, making sure that they can see you as they walk down the hallway. Just verbally guide and point them to the open spaces in the pews. Let them find the most appropriate open space.

**Masks**

Masks will be required for everyone attending Mass. Masks are to be donned before parishioners enter the building. No entry is allowed without a mask.

We are asking that everyone bring their own mask. There will be a limited number of masks that the church has purchased that can be distributed to those who do not get the message over the first few weekends. Please provide a mask to those who arrive with one of the St. Augustine masks, but ask them to provide their own when they come next time. (The box of masks will be in located in the sacristy or could be near the entrance.)

Parishioners who refuse to wear a mask: If a parishioner comes to Mass without a mask and refuses to wear the one offered to them - please ask that parishioner to remain in the Narthex in one of the chairs. They can listen to the Mass from the Narthex. Fr. Dowling will come out to the Narthex to give them communion. Some people may refuse to stay in the Narthex. If so, don’t force to sit in that location but encourage sitting further away from the other parishioners than usual.

**Seating**

* Verbally direct families to open pews, pointing to the open areas.
* Begin seating open pews in the front of sanctuary if possible.
* Tape marks off sections and seats where seating is not to occur.
* Family groupings are to be separated by 6 feet on each pew.
* Once available seating in the sanctuary is full, direct families to the PLC for overflow seating.

**Parishioner Count**

Please do a head count at each service and document the attendance on the sheet to be found on the counter in the robing sacristy. There will be a tally counter device in the sacristy if you need it.

**Exiting**

Once Mass has been completed, the Usher will go to each individual pew and direct each group of same-household family members to exit the church in a single file line maintaining 6 feet between each group. Follow this order: Main Sanctuary, Chapel, PLC. Please exit people from the back of the Main Chapel to the front. Watch as they exit to ensure no crowding, so slow down or speed up the exiting as needed.

Parishioners will make a single file line out of the sanctuary to Father (and sometimes Deacon Tom) who will be distributing Holy Communion in the Narthex.

All parishioners should go directly to their car and immediately depart after they have received Communion.

**Collection**

Once all parishioner leave, the Usher will take the collection basket to the sacristy. Have Father John or Deacon Tom accompany you. They will need to countersign the pouch that holds the money being placed into the safe. You will find plastic bags in the 2nd drawer on the right to store the money with the date of the Mass on the bag.

* Pull the bag with the correct Mass date and time.
* Place the money/envelopes in the bag.
* Initial the bag. Have the second initial occur.
* Seal the bag.
* Place the bag in the safe located in the tall cabinet. You do not need a safe code - there is a pull out drawer to place bag. Make sure bag drops in safe completely.