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: Best to stand at the juncture of the Narthex and the hallway to the Sanctuary in case people have questions, need advice, masks, etc.

**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. For those not wanting to wear a mask, encourage them to sit in a more isolated section to minimize exposure.

We are asking that everyone bring their own mask. There will be a limited number of in the Narthex, but there is no guarantee of masks being available.

**Seating**

* Seating is marked in the sanctuary and people have generally been able to discern where to sit or not.
* 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.

**Communion and Exiting**

Father will direct people how to receive Communion.

Prior to Mass ending, please open the door to be “fully on” exiting the building, weather permitting.

All parishioners should go directly to their car and immediately depart after Mass.

**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.