Usher Instructions – Outdoor Masses

Ushers: please arrive no later than 5:00 to assist in the parking. We have seen people start to attend this early. Thanks.

* First Usher will be located at the Wilcox entrance to direct cars where to park and to take the Collection using the Large Collection basket.
* The Second Usher will be standing in the parking lot near the Rectory to guide such cars as they park near the lawn to hear Father John.

Parishioners will have the choice to either sit outside on chairs/blankets around Father John near the back of the Rectory along the parking lot  OR parking near this spot to hear the Mass from their cars.

WATCH OUT: some people will accidently enter from the other locations. If so, quickly point to them where to park if they have not already done so. Usher #2 should especially watch for those driving through the entrance between the Rectory and the Church.

USHER 1:

* Please stand about 50 feet into the Parking Lot so that traffic does not back up on the main road. When a car pulls up, ask if they plan to attend the Mass in their car or on the lawn.  Plus, take donations at this point in time.
* If the parishioner plans to sit on the lawn, have them park on the opposite side of the Parking lot from where Mass will occur and around the PLC to keep them as far as possible from those planning to park and attend the Mass in their vehicle.
	+ As cars fill the parking lot, have them go to the next row, again as far from you as possible and then filling in the car spaces approaching you. As the spots become filled near you, instruct them to start the next row.
* At the end of Mass, help those same cars to safely exit the church grounds as needed. They can either exit going around the PLC or back to the Wilcox entrance.
* If the car wished to stay in their cars, direct them to Usher #2 to park along the lot near the lawn.
* Once Mass starts, you no longer should direct traffic. Take the Collection basket near the stand near Father John ensuring all donations are placed in the Large Collection Basket.

USHER 2:

* As cars approach to park along the lawn on the parking lot, organize them to face their car towards the lawn, taking advantage of those spaces along the lawn up through to the Rectory.  They do not need to park in the actual spaces marked.  Feel free to have them park more perpendicular in order to accommodate more cars.
* If all of those spaces fill, then form a second row, with enough space for the first row to leave.
* Once Mass starts, you no longer need to help park the cars.
* COUNT ATTENDANCE: Usher #2 should take attendance. The counter is typically in the robing sacristy next to the form where the tally is kept. Please obtain this before Mass. Take count once Mass starts and then write the total on the sheet in the robing sacristy.
* At the end of Mass, slowly and carefully instruct these vehicles to leave the premises.
	+ All of these cars should exit via Wilcox.
* COLLECTION:  the first Usher will take donations as people arrive, but to be safe, another basket will be located near Father John.  Please keep an "eye" on this basket plus this will have to be stored in the Safe after Mass.

ONCE ALL LEAVE:

* Please take both Collection baskets and deposit into the safe as already instructed for Indoor Masses.

INCLEMENT Weather:

* A notice on the website and via email will occur if weather prohibits an outdoor Mass.  If so, that Mass will be cancelled, so no assistance will be necessary.