

INSTRUCTIONS FOR USHERING:

Please arrive ½ hour before Mass. One usher opens the door for all the people as they greet them. If someone is not wearing a mask, let parishioners know that masks are available on the table in the entrance, if they need one, and that sanitizer is also available for them. The other usher should count the number of people (Counter is on table in back sacristy where Father vests before Mass). After Mass, please mark the number of people down on the Mass Count sheet, posted on the small table in the sacristy. **The inside entrance door(s) can be pushed so they stay open.**

Watch how full the pews become. If people seem to be searching for a place to sit as it fills up, check to see if some can move to the center of the pew to make room for others. Otherwise, please point out the chairs that people can also sit in on the sides/back of the church (and the cry room). The 6-foot distancing between different families is still required.

IF we ever get A LOT of people, we don't want to turn anyone away. Should that ever happen, encourage others to please be seated in the parish hall. They will not be able to see, but the sound system should be turned on. Be sure to alert Father, so that he can distribute Holy Communion to them as well at the proper time.

Once Mass begins, two ushers (or one usher and someone sitting in the back pew(s) of the church should join in collecting the money from the basket in the entrance. Money/envelopes are to be placed in the white plastic collection bag, which should be on the table in the back sacristy. It is important that you bag the money in the entrance where you are visible to people to others—rather than taking it behind closed doors to bag up. Please take the bag that has the proper date and Mass marked on it! Do not seal the bag at that point, but simply set it just inside the confessional room on the floor. After everyone leaves Mass, two ushers should gather any additional envelopes placed in the baskets at the side exits or in the church entrance and add them to the bag you earlier filled. The bag can then be sealed and given to Father Raj. If you are uncertain how to seal the bag, let Father know and he can seal it and/or show you how.

Sealing the bag is easier if you do this: There is a green and yellow plastic strip near the top of the bag, about a 1-1/2" strip. **FOLD THE STRIP FORWARD.** Then you will see the upper yellow end of the plastic slightly loose on the corner. Grab the end of just the yellow strip, and pull it off. Then fold the remaining blue piece of sticky tape upward. This will seal the top shut. Again, don't worry if it is confusing. Father will gladly help.

Ushers are asked to sanitize the pews after the 6 pm Saturday Mass and the 9 am Sunday Mass. The only time pews need to be sanitized after the 10:30 am Mass is if there is another church activity to follow shortly thereafter. (Otherwise, our janitor sanitizes the next day.) IF it needs to be sanitized after the 10:30 Mass, it should indicate so on the ministry schedule. There are spray bottles to spray the liquid sanitizer on the pews and wipe them down with rags. OR you can dampen the rags with the spray first, and wipe the pews with that. Rags and other disinfectant wipes should be on the bottom shelf of the table in the church entrance, OR on the table in the sacristy. Used rags can be placed in a plastic bag on the table in the sacristy. Door handles at the entrance should also be sanitized, and the lectern stand where the reader spoke. There are often additional volunteers that will stay and help with the sanitizing.

Bulletins are not "passed out." Gloves are also available in the sacristy for anyone who wishes to use them. Be sure to sanitize your own hands when done, and wash properly when you return home.

THANK YOU.