

## Usher (2 people)

Pick-up seating chart clipboard in storage room from the Usher bin.

The person from the Check-in team will hold people at the glass doors. You will direct people to their seats. Both ushers will seat people in all aisles.

**Usher – Right Aisle** – will be seated by the side door on the baptismal font side during Mass. They will monitor the use of the restroom and make sure there is social distancing for anyone waiting to use the restroom.

### Communion

- a. The ushers will direct people to come forward for communion. We will use the two side aisles for communion. People will come forward to receive communion and return to their pews using the center aisle.
- b. At the Sign of Peace move to your aisle to direct communion
- c. The Usher designated as left aisle will direct the people on the choir side, the right aisle usher will direct people on the baptismal side.
- d. Direct the people sitting in the center aisle starting with the front pew and working back to come forward first. They must use the spacing markers on the floor to keep the appropriate distance. Once the center aisle has received you will begin directing the side aisle to come forward for communion starting at the front and working back.

### At end of Mass:

1. At the end of Mass once the music has ended you will direct people to leave using the side exits. The center-aisle usher will be responsible for the choir side aisle, the right aisle usher will be responsible for the baptismal font side aisle.
2. During the Closing Song move to your position to assist people leaving the church as soon as the music ends.
3. You will direct each group to leave individually waiting until the prior group has left the church. Maintain proper distancing.
4. There is no collection during the Mass. There will be collection baskets for people to place their donation on the tables at the side exits and vestibule as they exit the church. There will also be bulletins for people to take. Once everyone has departed **Usher – Right Aisle** will get the secure collection bag(s) from the usher bin in the storage room. With the other usher, the offering will be placed in the collection bag(s), from the three stations in the church, and sealed **with both** ushers present. Both ushers will then take the sealed collection bag(s) to the sacristy and deposit it in the collection box.

Votive candles will not be available and private prayer inside the church will not be allowed.

After Mass dispose of papers on clipboard and place clipboards in the usher bin in the storage room.