

Usher  
Liturgical Instructions  
Church of Saint Olaf – Elbow Lake, MN

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**BEFORE MASS:**

- Arrive at the Church at least 30 minutes before Mass is scheduled to begin
- Be sure that all lights in the nave and narthex are on
- Open doors between nave and narthex when Rosary is finished
- **Greet and welcome people to Mass**
- Be ready to assist people who request a pyx; ask if they will have a family member bring the pyx forward for them or if the usher should do that
- Be ready to help any late-comers find a place to sit
- Be ready to help with any medical or other urgencies during Mass

**DURING MASS:**

- **Once the opening hymn is concluded, count the total number of people who are at Mass and record on sheet in narthex**
- Be ready to begin collection as soon as the offertory song begins
- Be ready to bring forward collection and gifts if others are not present
- During communion procession, remind yourself whether you need to assist anyone with a pyx and, if so, bring them communion
- Once the closing hymn begins, open the door between the nave and narthex and prepare to distribute the parish bulletin

**AFTER MASS:**

- Straighten kneelers in hymnals in the pews of the Church
- Collect and toss anything trash left in the Church
- Turn off all lights in the Church (both nave and narthex)