



Ushers Summary of New Procedures Revised: 22 September 2017

Representatives of the Saint James Church Ushers attended the annual Recommitment Meeting for the Extraordinary Ministers of the Holy Eucharist on April 29th to discuss improvements to the process of distributing Holy Communion.

The following agreements were reached:

- 1) The ushers agreed to store the collection baskets on the card table in the rear of the church after the collection is taken to ensure that neither the Minister nor the people occupying the first row of the chair section do not trip over them during and after Holy Communion. The baskets may be placed back on the floor in front of the first row of chairs after the Mass is over.
- 2) Additional full time and trained volunteer ushers are needed to ensure that everyone in the congregation may contribute to the second collections. Due to the shortage of trained ushers and the limited time between the beginning of the second collection and the Offertory procession, volunteer fill-in ushers sometimes miss the people seated in the front wing pews. Deacon Pete suggested recruiting Knights of Columbus, Men of Charity, and the Women's Ministry members to be trained as either full time or fill-in ushers. Once trained, these volunteers will be encouraged to check in with the full-time ushers to determine if their services will be needed at Mass. Deacon Pete and Tony Laferrara will coordinate this effort.
- 3) On Ash Wednesday, the ushers will move the table on which the hosts and wine are set to the front of the holy water font so the table does not interfere with distribution of ashes. It was reported that the table was jostled during the 2017 distribution of ashes, causing the hosts and wine to fall to the floor. Moving the table away from the back of the rear pew should prevent accidents going forward. The gift-bearers should be directed to start the procession from the front of the holy water font, where the table will be located.
- 4) Going forward, at all Masses, the Ministers assigned to Stations 3 (front left) and 5 (rear left) will serve the choir before proceeding to their stations. This return to the protocol previously followed, authorized by Deacon Pete on 22 September, will ensure that the choir can begin the Communion Hymn as soon as possible.