

## INSTRUCTIONS FOR READERS AND USHERS AT MASS

### *FOR READERS*

Readers sit in one of the front five pews.

Five minutes before Mass begins, the First Reader gives the announcements from the side lectern.

After the priest concludes the collect (opening prayer) the First Reader goes to ambo, bowing to the altar before entering the sanctuary. The reader does NOT say the summary line of the reading. The reader introduces the reading (“A reading from the book of...”), PAUSES, proclaims the readings, PAUSES, then says, “the word of the Lord.” After the first reading:

- If the Cantor leads the Psalm from the ambo, the First Reader and Cantor bow together.
- If the Cantor leads the Psalm from the choir loft, the First Reader bows by themselves.
- If no cantor, the First Reader leads the Psalm without singing. The First Reader bows with the Second Reader after the Psalm.

For the second reading, the reader waits until the Psalm concludes before going to the ambo, bowing to the altar with the Cantor in front of the sanctuary. The reader does NOT say the summary line of the reading. The reader introduces the reading (“A reading from the letter of...”), PAUSES, proclaims the readings, PAUSES, then says, “the word of the Lord.” After the reading, the lectionary is placed on the shelf inside the ambo. The Second Reader bows to the altar by themselves while leaving the sanctuary.

If there is a deacon present, he leads the intercessions. If no deacon, the second reader goes to the altar at the end of the Creed. Once the Priest introduces the intercessions, the reader leads each intercession. After the last intercession, the reader steps back from the ambo for the prayer. After the prayer, the reader bows to the altar while leaving the sanctuary.

### *FOR USHERS*

5 minutes before Mass, the church bell is rung.

Once Mass begins, the glass doors are closed, and ushers assist people finding available seats if the church is close to full. The glass doors stay closed until the recession begins

During Mass, ushers monitor the restrooms and entrances for possible safe environment or security concerns

Ushers are responsible to count the number of souls at Mass. Count everyone, Servers, Deacons, Priests, Choir, Congregation, and infants. Record total in the Mass attendance log in the usher's closet.

When the people stand for the Creed, the ushers prepare for the collection(s) and the procession of the gifts. By the end of the intercessions, the family bringing forward the gifts should be ready. Once the people sit, the first collection begins. Once the first collection finishes and the deacon/priest has finished setting the altar, the procession of the gifts begins. If there is a second collection, it begins immediately after the procession of gifts.

Ushers do not facilitate people exiting their pews for the communion procession. Ushers do not pass out bulletins at the end of Mass. They are placed in baskets by the entrances.