
St. Fabian Ushers

Welcome

Thank you for your service

For immediate questions, please call Richard Higginbottom 248-471-0748

Welcome Message

Thank you so much for considering to generously give of your time and talent.

Not only will you find your service personally rewarding, but whether you are new to St. Fabian or a long-time parishioner ushering is a great way to become more closely connected to our religious community.

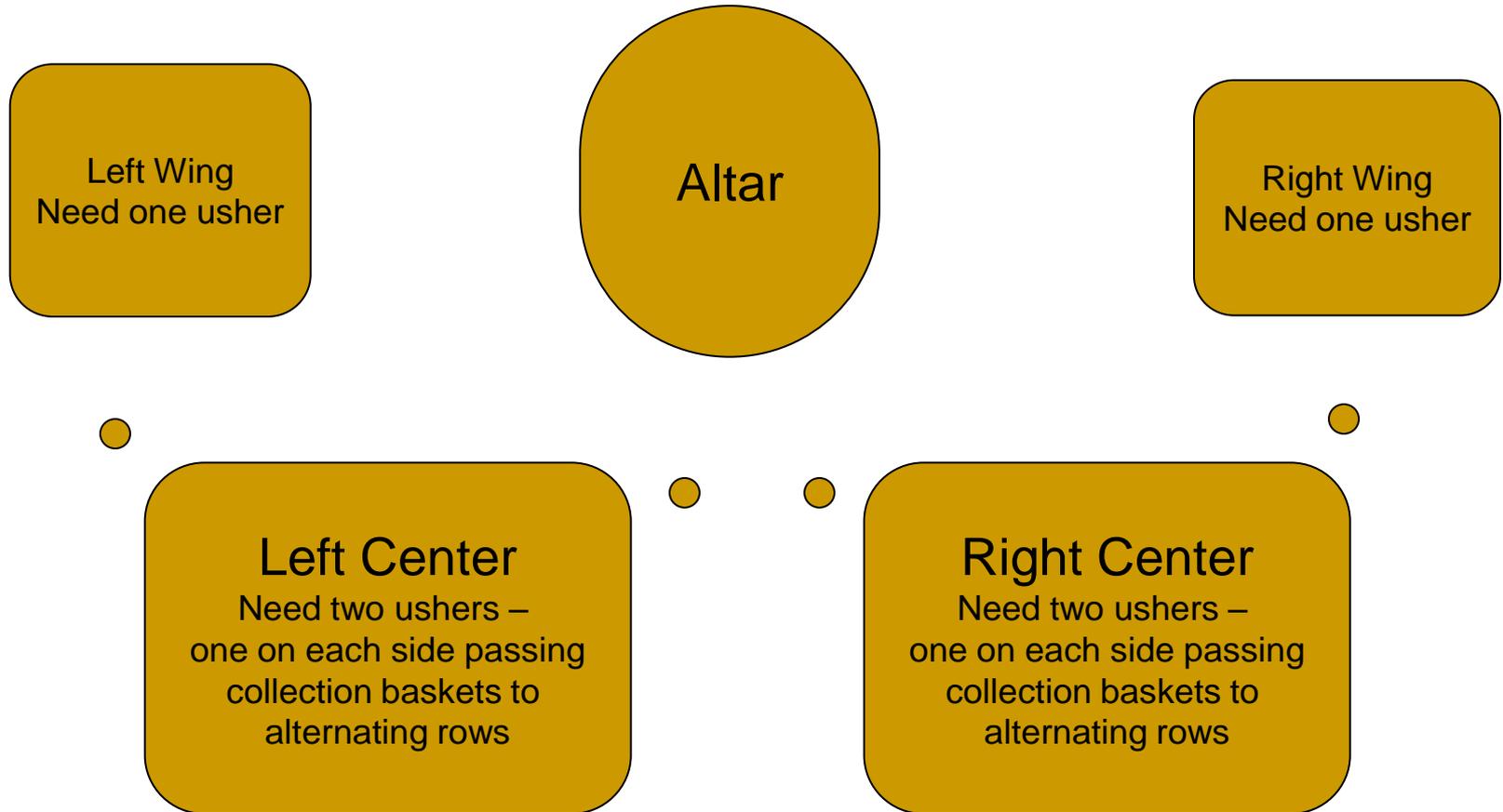
Our expectations are simple. Since an usher is often the first person parishioners see at arrival and one of the last when they leave, a welcoming smile and warm salutation are the hallmark of a St. Fabian usher. Just as important is participation – when your team is assigned a monthly service, please do your best to be there. If you are not able to attend, let a teammate know, so a replacement can be found. Finally, and most important, enjoy the experience – it will reward you for years to come.

Expectations

Below is a checklist of typical expectations:

- ✓ Arrive 15 – 20 minutes prior to your assigned Mass.
 - ✓ Retrieve badge from ushers room.
 - ✓ Check for any special messages or expectations for the Mass – i.e. special collections, change in format for the service.
 - ✓ Check to ensure current bulletins are available at each entrance (if you have 5 pm Mass, you may find previous week's bulletins still at each door, please replace with most current edition).
 - ✓ Put out collection baskets.
 - ✓ Check to see if there is a volunteer family already assigned to present gifts. If not, make a plan with other team members to recruit a family for the service.
 - ✓ If it appears you may be short an usher or two, try to recruit some assistance.
 - ✓ Make assignments prior to start of the service – who will carry Cross, who will work what isle for collection and Communion, who will pass out bulletins at the end of Mass and who will clean straighten up the church for the next service.
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Collection and Communion



Frequently Asked Questions

Am I assigned a Mass every month?

- *Essentially usher teams are assigned a Mass on alternating months. Every two years you will be assigned back-to-back months....that's just how the math works to balance assignments. Each new monthly assignment brings with it a new Mass – i.e. 5 p.m. Mass in January; 8 a.m. March; 9:30 a.m. May; and, so on.*

What does the term “Sunday Rules” mean?

- *Whenever the first day of the month falls on a Sunday, the team assigned 5 p.m. Saturday Mass is also assigned to the 5 p.m. Mass on the Saturday that precedes that first Sunday.*

What do I do in case of an emergency?

- *Emergencies do happen. You will need to assess the situation and determine an appropriate course of action. If you need to call 911, please ask a parishioner with a phone to do so – if you do not have a phone. A defibrillator is located in the hall leading to the Social Hall. There should be a wheelchair in the Ushers Room. Often times people don't want to disturb the service, so if you sense a person needs assistance quietly ask if all is OK. You may even consider following someone outside, as they may be more willing to talk about their situation.*

What if a person is not able to receive Communion at the Altar or typical station?

- *If you think someone may have difficulty comfortably reaching a Communion station, feel free to ask if they would like Communion brought to their seat. You will get to know those who need assistance; others may ask; some may need prompting....don't worry, it's always appreciated.*

What happens if I am the only usher at my Mass?

- *Take a deep breath, smile and start recruiting. Often you will find ushers on their off month will ask if they can help. However, there may be times when you need to recruit friends, neighbors, strangers. Most people have seen how the process works for collection; and, Communion can run itself if push comes to shove. If you are truly the only person, for collection simply take a collection basket to the front of each row and pick them up after the baskets reach the back of each section. Chances are, several people will see your predicament and jump in to help. Remember, your responsibilities are a crucial part of Mass, so whether you have 6 ushers or just you...it's all about the process (not how long it takes or cumbersome it may appear).*

Frequently Asked Questions

What should I do if I attend a Mass during a month my team is not working and I don't see any ushers?

- *It happens every now and again...as teams lose members or confusion related to 'Sunday Rules'...there can be a Mass with no ushers. Try to keep an eye open when you attend Mass on your off month...if things look strangely quiet, please check. If it turns out there are no ushers, please recruit some assistance and run things as best you can considering the situation at hand.*

Should I help people find a seat when Mass is crowded or during a special service?

- *There are time when Mass can become extremely crowded. Please feel free to quietly walk the side isles to identify open seats – direct those folks who are standing to the appropriate location. If it is truly a 'standing room only' Mass, please try to have people stand along the brick perimeter walls instead in front of the glass at the back of church.*

Winter is here – now what?

- *Please make sure that walkways are as safe as possible. We keep salt in the Ushers Room; if needed, please feel free to spread it in slippery areas.*

Is there a lost and found?

- *You'll be surprised at what people inadvertently leave behind. Typically people return quickly for purses, wallets and keys. However, if a purse or wallet is not claimed relatively soon, check the contents for identification – always have another person check with you. For the standard items, like gloves, hats, books, toys, etc. please place them on the counter in the Ushers Room or in the drawer marked Lost and Found.*

What if I am not able to make my assigned Mass?

- *Call your team captain or other team member to alert. If you know far enough in advance, you can give your team members the dates during an assigned month you'll be away.*
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3 Month Team Schedule Example

Month	5pm	8am	9:30am	11am	12:30pm
Dec	Team 2	4	6	8	10
Jan	7	9	1	3	5
Feb	10	2	4	6	8

Where will you be needed?

We have some serious shortages on several teams, others on the cusp of trouble and several in pretty good shape.

If you have a particular team you'd like to be a part of, please let Richard Higginbottom know. If not, Rich will assign you to a team where the need is most immediate. He will provide you with the team number and team captain contact information, so you can make arrangements to join in on a temporary or full-time basis.

Every now and again team chemistry can be an issue. If you ever find a need to move – whatever the reason – simply let Rich know and he can suggest other options. Or, feel free to approach another team and ask if they have an opening. Our goal is to make sure your service as an usher is enjoyable and fulfilling...not burdensome.

Kind regards,

Richard Higginbottom: 248-471-0748 / rhsputnik@ameritech.net
