

Directions for the Ushers
Mass in the Gym
St. Brigid of Kildare
November 2009

Ushers/ Jr. Ushers:

1. The Sign-in book will be on a table in the hallway outside the Gym. You will reach this hallway through either the main doors of school or the new entrance at the gym. Please arrive 15 minutes early as usual.
 - a. You will find the badges in the same area in a plastic box
 - b. Select the location where you wish to serve when you sign in. Place your initials on the appropriate spot on the sign-in diagram. (You are selecting a station at either the door by Priest/Altar Server rooms or at the door by the main entrance to the Gym.) **We need two Ushers at each location.**
2. **Until we can more adequately tell how things work out in the Gym we will have four ushers on for each mass, except the 7:30 a.m...**
3. There will be seventy-five reserved seats divided between the two seating sections in the middle front of the Gym. These padded seats are for the handicapped, the elderly and pregnant women. We know that pregnant women may frequently have small children and/or spouse with them. They may also be seated in this section if the group is a small number, i.e. not more people five people total.
4. Seats in the first section near the Priest/Altar Server rooms will be partly reserved for the choir and musicians.
5. We are using stackable chairs with no places to put music books. The books the congregation need are on rolling metal carts, one or more by each entrance. Please instruct people to take a few per family as they enter. They need to return books to the carts as they exit. **Encourage sharing of books.**
6. The priest and servers will come in through the door by the Priest/Altar Server rooms (southeast entrance to the gym). They process to the middle of Gym make a left turn and go down the middle aisle toward the altar/stage. **(See diagram in the kitchenette of church)**
7. Do all the usual Usher/Jr.Usher things: help to seat people, get a group to be in the Offertory Procession, keep the Reserved sections for those who need them; pass out the collections baskets at the appropriate time, assist the congregation in going to communion, straighten up after mass and hand out the bulletins.
8. The bathrooms we may use are in the hallway as you come down from the Main entrance into school. These are the only bathrooms available to us.
9. Emergency Procedures:
 - a. If the fire alarm in the gym goes off: The gym will have to be evacuated. More coming on this similar to current instructions for Church alarm.
 - b. If you need to call for Emergency Medical Services, i.e. 911, Please use your cell phone.