

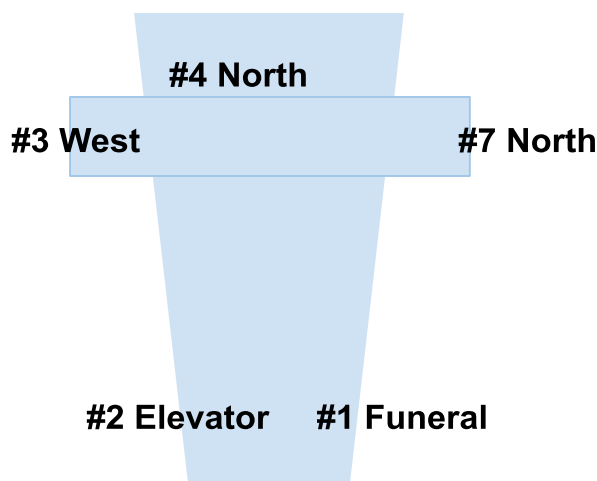
Usher Instructions: Weekend Mass Count at Doors

Usher Instructions: 2026 Mass Count at Doors

Purpose Accurate Mass counts help the parish understand its community, plan for growth, allocate resources wisely, and fulfill diocesan reporting requirements.

Before Mass Begins

1. **Arrive early.** Arrive at least 15–20 minutes before Mass begins.
2. **Receive your assignment.** Sign in as usual at ministry kiosk and touch base with usher captain for which door to go to. [See chart for Doors](#) at end of this document.



- 3.
4. **Pick up your clicker.** Pick up the count clicker labeled for assigned door.
 1. **Reset the clicker to zero.** Confirm the counter reads **0** before counting begins.
 2. **Go to your station.** On the way to your count space, use the clicker to count people already seated in the area associated with your assignment.
 3. **Count every individual** who enters the worship space — adults, teens, and children .
 4. **Stay attentive and reverent.** Counting is a background task. Ushers greet worshipers as they enter the church and may assist them in finding a seat, especially at Masses where the size of the congregation nears or exceeds the seating capacity of the church. The count should not interfere with this welcoming ministry.

Usher Instructions: Weekend Mass Count at Doors

How to count

1. **Click once per person.** As each person crosses the threshold into the worship space, press the clicker once.
 2. **Do not count people who exit and re-enter.** If someone steps out briefly and returns (e.g., to tend to a child), do not click them a second time.
 3. **Count late arrivals through the Collect.** Continue counting individuals who arrive after Mass has begun until the end of the Collect, which is when the lector comes to the ambo for the first reading.
 4. **Hang on to the clicker (don't reset it yet).** Bring it back to the vesting sacristy along with the collection baskets. Hint: take note of the final tally on your clicker in case it gets reset.
-

Counters Record their Tally

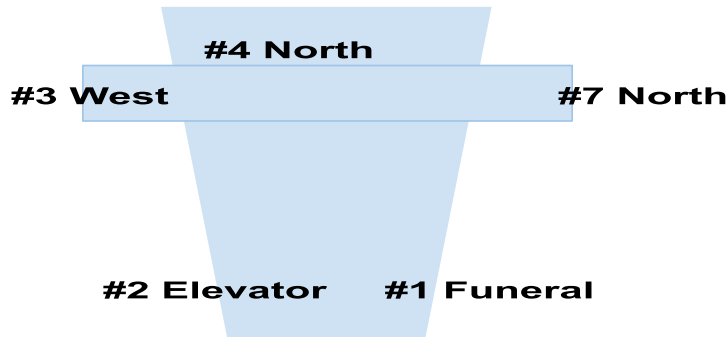
1. **Record the clicker count** On the Mass Counts clipboard write in your name and count.
 2. **Reset the clicker for the next Mass.** Reset the clicker to zero before the next Mass begins. Confirm the reset was successful
 3. **Return the clicker.** Put the labelled clicker in the designated box.
-

Report the Mass Total

1. **Add up the tallies.** Usher captain or designee totals the Mass count from all doors shown on the Mass Counts clipboard.
2. **Enter total parish count.** Usher captain or designee writes the Mass total on the report sheet on the sacristy bulletin board.

Usher Instructions: Weekend Mass Count at Doors

Mass Count Assignment Stations



Door #	Counting Location	Counting Responsibilities
Door #1	East Center Back (<i>Funeral Entrance</i>)	All people who enter <i>Pre-Mass: Center Section easterly side</i> <i>Special count: - none</i>
Door #2	Rear Elevator Side (<i>Main Staircase</i>)	All people who enter <i>Pre-Mass: Center Section westerly side</i> <i>+ Special count: - none</i>
Door #3	West Wing Back (<i>West Staircase</i>)	All people who enter <i>Pre-Mass: West Wing southerly side</i> <i>+ Special count: -Cry Room + Streaming team</i>
Door #4	North Stairs (<i>North Staircase</i>)	All people who enter <i>Pre-Mass: West Wing - northerly side</i> <i>+Special count: Celebrant(s) Deacon(s) & Servers</i>
Door #7	East Front (<i>Circle Drive</i>)	All people who enter <i>Pre-Mass: East Wing</i> <i>+Special count: Musicians & choir</i>
Hall	Parish Hall (<i>1:00 PM African Mass</i>)	<i>Pending process decision (see admin notes)</i>