



Duties of Those Serving in the Ministry of Ushers

The Ministry of Ushers is one of humble service to the basic human needs of those around us. You bring Christ to all who enter the church.

Mass Preparation

- Arrive at least 20 minutes early and check in with the Coordinator of Mass.
- Get your name badge and check in with your Head Usher for assignment and special instructions.
- Make sure the Greeter and Communion Ministers pews are roped off.
- Check on status of poor boxes and bulletins.

Greet and Assist

- Greet people with a smile and in a friendly manner.
- Make sure the glass doors are always closed before Mass.
- Assist in seating people as needed, starting with front pews.
- During crowded masses, seat people as close together as possible.
- Be on the lookout for empty spaces to seat people in.

Readings and Latecomers

- Prior to the 1st readings, post ushers at main glass doors, upper level and choir entrance, holding late comers from proceeding in until the reading is done and responsorial song is going. Repeat with the 2nd reading and the Gospel.

Procession of Gifts and Collections

- 4 – 6 Ushers need to prepare to take up the collection, depending on the Mass.
- During the collection, 1 usher in the center section will take the offering to the altar while Father is turned washing his hands. All ushers bow to the altar before begging collection after proceeding forward.
- Ushers working the back sections need to make collection from the cry room.
- Usher working the baptismal side need to proceed to the upper level for collection.
- 2 Ushers must be in the safe room to make the collection drop.

Communion

- As Father moves thru the Communion Ministers, ushers begin to move the congregation into position to receive Communion.
- If lines in the center section become uneven, direct people to the shorter lines.
- An usher will pick up the basket at the altar, and then proceed to the safe room with another usher.
- Head usher or an assigned usher will pick up the poor box bank bag from the upper cloak room.

Bulletins and Clean-up

- During final announcements, ushers will position themselves at the entrances to the gather area and the North entrance to hand out bulletins.
- Ushers straighten up, pick up and put away things in the pews.
- Prepare hosts and ciboria on the gift table for the next mass (0730 and 0900 Masses only).

All ushers should be on the lookout for emergency situations, disorderly conduct and be prepared to respond accordingly.