

MINISTRY OF USHER AT CHRIST THE KING PARISH

Introduction

Ushers are key members of the Hospitality Ministry at Christ the King Parish. You make people comfortable, you make the Collection flow smoothly, and you make the last impression of Christ the King on someone after Mass.

Make people feel welcome. Smile and treat them respectfully so they have a reason to return. Give special attention to people you don't know.

Before Mass

Arrive at church 15 minutes before Mass starts on weekends and major Holy Days. Check off your name on the Ministry sheet and put on your Usher nametag.

Look at the *Bulletin* before Mass so you're prepared to answer any questions about its announcements after Mass.

5 minutes before Mass starts, join the other liturgical ministers for prayer in the Narthex.

Please sit in one of the back rows designated for the Ushers. Your family is welcome to join you. You may also sit in chairs from the Cry Room placed in back of church.

During Mass

One usher (choose among yourselves) should stand/sit in the back to handle any situation that may arise – both emergency and non.

Handle disorderly people as best as you can. Know your limits; know when to call the Police.

Respond to emergencies:

- Call 911.
- First Aid Kit in Credenza
- Help persons who have fainted or become ill.
- Escort people who are in need of assistance (for example, after a power failure)

Lock outside doors with Allen wrench 5 minutes after Mass begins, generally at the first Reading. Always check the choir door to see that it is locked with Allen wrench.

Take up the Collection:

- Pick up your basket in the Credenza at the end of the Creed/Universal Prayers and place yourself in position. Begin after the priest is seated.
- 4 ushers take up the collection, with 2 going down the middle aisle, and 2 on the side aisles to move the baskets to the next rows.

- Hand the basket on your end of the pew to the person there, who will pass it down the pew, and the usher on the other end will take it and move to the next row.

Exception: if only one or two people are in a pew, hand it to them and they can hand back to you

- Start from the front row and move to the back.
- Smile as you collect the offerings;
- After the collection is completed, one usher goes to Cry Room to collect, all return to the back of church and combine the offerings into the bank bag. Squeeze the air out of the bank bag before sealing it so it will fit into the drop safe.
- Two ushers will carry forward the bank bag in the handle basket to the priest for a blessing during the Procession of Gifts. Deposit it in the drop safe behind the Sanctuary. Return the handle basket to the Credenza in the back of church.
- Ushers alert the Bread Minister of those parishioners needing to receive Communion in the pews or back of church. Do this when you receive Communion and then **immediately** go to the pew and stand so the CM knows where persons are, especially if they are unable to stand. If there are people needing Communion in the front row, they can be served first and then work way back. Many receive at the back of church. It is most helpful if other ushers are there to prevent people who are leaving from walking into and in front of those bringing Communion to those waiting in the back. (Have noted people walk right in front of Our Lord preventing CMs from distributing).

After Mass

Distribute parish bulletins in the Narthex.

Encourage people to attend any special gatherings after Mass. Scan the pews for debris, paper towels are in the Credenza, if needed. Return your Usher nametag.

After the Saturday 4:30 Mass and the Sunday 10:45 Mass, assist the Sacristans with:

- Check bathrooms to ensure no one is left in the building.
- Turn off lights in Cry Room, the Baptistry and the Icon and Narthex.
- Exception: If there is a Baptism after Mass, leave the lights on.
- Push against all the locked doors to ensure they are locked.

After the Sunday 8:15 Mass, assist the Sacristans with the above items and **remember to unlock the outside doors** in preparation for the next Mass.