

USHERS & HOSPITALITY MINISTERS - CTK PARISH GUIDELINES (Sept 2026)

Introduction

Liturgy fuels us to become disciples. As a Liturgical Minister, you are exercising what you have been trained for so that you and others can be nourished by our Eucharistic feast. Thus, what you do enables others to become disciples of Jesus Christ.

Make people feel welcome and belong. Smile and treat them respectfully so they have a reason to return. Give special attention to people whom you don't know. You are a firsthand witness to the Love of God that we share in our Parish for those coming to worship and celebrate at Mass. Always remember that people come to find a sense of belongingness. Let them feel that.

Before Mass

Arrive at church at least 15 minutes before Mass starts on weekends and major Holy Days. Check off your name on the Ministry sheet and put on your Usher name tag. **Please open the doors and greet Parishioners as they enter the Narthex. 5 minutes before Mass, gather in the Narthex to join with the other liturgical Ministers for prayer.** Look at the Bulletin before Mass so you're prepared to answer any questions about its announcements after Mass. Please sit in one of the pews in the back rows. Your family is welcome to join you. You may also sit in chairs at the back of the church.

FOR SAFETY-SECURITY PURPOSES: just before Mass begins, make certain that both exterior doors at the front of the Church are locked. Once mass begins lock all doors into the Narthex, and exercise good judgment in allowing latecomers into the Narthex and helping them find a place to sit.

During Mass

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

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)

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Please lock the side doors as we begin proclaiming the First reading.

10 minutes after the Mass starts, all the doors in the narthex should be locked for safety purposes.

Keep the outside cry room door locked (never unlock it).

Take up the Collection(s):

- Pick up your basket in the Credenza at the end of the Creed/Universal Prayers and place yourself in position.
- 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. If you hand it, the people will move it down the pew even if they have to stand!
 - Exception: if only one or two people are in a pew, **hand it to them** and they can hand it 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 the cry room to collect, all return to the back of the 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.
- **If there is a second collection, make it as soon as the first collection is finished and handle it in the same manner as the first collection (see above).**
- Two Ushers will carry forward the bank bag(s) in the handle basket to the Priest, and bow to the Priest at the foot of the Altar. Deposit it in the drop safe behind the Sanctuary by going up the ambo side steps and follow the wall to the closet with the safe. Return the handle basket to the Credenza in the back of the church.
- Ushers alert the Eucharistic Minister (EM) 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 EM 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 your way back. Many receive it 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 EMs from distributing).

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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 name tag.

After the Saturday 4:00 Mass and the Sunday 11:00 & 7:00 Mass, assist the Sacristans with:

- **Check bathrooms to ensure no one is left in the building and prop the doors open.**
- **Check the Supply Closet 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.**
- **You may help the Sacristan in locking the doors.**