

# MINISTRY OF USHER AT CHRIST THE KING PARISH

## ***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. Smile and treat them respectfully so they have a reason to return. Give special attention to people you don't know. You are a firsthand witness to the Love of God we share in our Parish for those coming to worship and celebrate at Mass.

## ***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 name tag and gather in the Narthex to join with the other liturgical ministers for prayer before Mass.

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

"Usher" people who come in, generally late, and they cannot find a quick place to sit.

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

Please, leave the doors in the narthex open throughout the mass. Keep the cry room door (the stain glass one) locked (never unlock it).

Take up the Collection:

- 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 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.
- Two ushers will carry forward the bank bag 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 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).

Please, note: There are no “second collections” actually taken up by ushers at any of our masses. Any “second” or “national” collections are taken up in the normal collection.

### ***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 Mass, assist the Sacristans with:

- Check bathrooms to ensure no one is left in the building and prop the doors open.
- 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.