



Guidelines for the Ministry of Usher St. John the Baptist Catholic Church

❖ Introductory Points

- Humble Service - Every liturgical ministry is established to serve the worshipping assembly.
- The most important role that the usher serves is that of hospitality. The usher is the first person that worshippers meet when they arrive at church. The usher has the opportunity and the responsibility to represent the rest of the assembly in offering a generous welcome.
- People's impression of a parish is significantly shaped by the presence or absence of a welcoming atmosphere when they come to worship. Offering a smile and a word of welcome can have a profound impact on people as they arrive, especially if they are visitors to the parish.
- Welcoming people and making them feel at home is one way in which ushers help build up the church. HOSPITALITY is a vital element in creating a sense of community for worship. A person who feels welcomed and valued is much more likely to enter wholeheartedly into the celebration of the liturgy, giving thanks to God for the love that God pours out on us.

❖ Teen Ushers

- Teen ushers must be a freshman in High School or older.
- Teen ushers may participate in the collection process.

❖ Appropriate Attire

- A neat and reverential appearance is in keeping with the usher's role as a visible example of welcome and hospitality.
- The usher should dress as if you were going for a job interview. A suit or sport coat is appropriate for men, or a collared shirt. No t-shirts please!
- Dress pants or neat jeans are acceptable, no shorts please. Closed toed shoes are needed, no flip flops.

❖ Scheduling

- Scheduling of Ushers is done based on Mass preference.
- A total of 6 Ushers are needed for each Mass.
- You will be notified via email of your upcoming usher scheduled shift.
- If you are unavailable to work your scheduled shift, please find a sub

❖ Before The Liturgy

- Arrive at the church at least 25-30 minutes prior to the start of Mass.
- Check the pews for items that need to be removed prior to your Mass, i.e. bulletins, water bottles etc.,
- Also any personal or valuable items left by the parishioners place on the countertop in the narthex.
- If a parishioner needs Holy Water please direct them to the Holy Water near the baptismal font.
- Point out places for wheelchairs when appropriate; wheel chair spots are along the wall on the east and west transept pew section, or in the front middle aisle where the pews are shorter.
- Greet and welcome the faithful as they gather for worship.
- In addition to the narthex (gathering space) ushers should be at the east/west entrances of the church.
- Meet, Greet, and Seat all parishioners.

❖ **During Mass**

- Continue to assist latecomers to find a seat.
- Once the Universal Prayers/Petitions are finished and the congregation is seated, ushers are to proceed down each aisle in unison to the front pews of the Church with a bow as reverence to the altar.
- The ushers, with the collection baskets in hand will start the collection moving towards the back of the Church.
- The Ushers then will bring their collection baskets to the center aisle and place the donations into the large basket for the procession of the gifts.
- If possible, the ushers should assist and give instructions to the family bringing up the gifts.
- If anyone in your section requires that Communion be brought to him/her at their seat, inform the priest/Extraordinary Minister prior to the beginning procession of mass.

❖ **Following the Liturgy**

- After the Post-Communion Prayer all the Ushers will take the Church bulletins to each of the doors of the Church.
- Each of the Ushers will assist each other to check the pews for items that need to be removed after your Mass, i.e. bulletins, water bottles etc., please put back any songbooks into the book racks on the back of each pew.

❖ **Emergency**

- Fire and Evacuation Plan: When the fire alarm sounds, evacuate the area.
- For medical emergencies, assess if 911 needs to be called for an ambulance or if minor medical care can be given.
- Our Church address is: 701 East Court Street.
- One usher should meet ambulance and direct EMT's to the emergency.
- Should a weather emergency occur, assist moving parishioners to the church basement.