Saint John the Baptist Catholic Parish

Position Description

Ministry

Usher

Responsibilities

Preparations

- Please arrive 15 minutes prior to Mass beginning and connect with other the usher
- Check in with Father to see if he has any last minute needs
- Clean up papers if any are left from the previous liturgy
- Locate collection baskets for the food, baby items, and money and move as needed
- Put out assisted listening devices

Greeting/Seating

- Seat people from the front of the church to the back
- Offer assistance to people who have special needs
- Select a family or individuals to bring up the gifts
- If time permits, greet outside the doors
- As people arrive late, identify seating for them
- Remain in the back of church during Mass to help direct people to the bathrooms and be available if an emergency should occur

Offertory

- Prompt gift bearers to go at appropriate time
- Place a number of parish bulletins in the proper racks so that people can pick them up after Mass
- Assist with offertory by releasing parishioners from the pews in an orderly fashion from back to front

**After the Liturgy**

- Hand out parish bulletins at the back of church
- Set-up and clean-up for next Mass
- Securely transport collection monies into the appropriate Mass time pouch, place in drop box, and sign log
- Place food and baby items in the Parish Office hallway room after the recessional song is completed
- If last Mass of the day, check to be sure windows and doors are closed

If you are unable to make your scheduled Mass time, please find a sub to replace you and mark their name on the schedule in the sacristy. If time permits, call the Parish Office to let them know of the change.

**Qualifications**

Friendly, Able to handle emergency situations, Dependable

**Time Commitment**

1 ½ hours per Mass (15 minutes before Mass begins, duties during Mass, and 15 minutes after Mass)

**Length of Commitment**

Twice a month on a rotating schedule for two years
Training

A training session will be scheduled to become familiar with the tasks and how to operate an AED in case of a cardiac emergency

Additional Requirements

Appropriate dress for the parish community at worship