

# St. John the Baptist Catholic Parish

## Position Description

### Name of Ministry

Ushers

### Responsibilities

- Before Mass:
  - Check in 20 minutes early, put on Usher name tag
  - Put assisted listening devices from the library on the back table
  - If not already done, place a number of bulletins in the racks for parishioners to pick up after Mass
  - Greet parishioners as they enter if there are no designated greeters
  - Select a family or individuals to bring up the gifts; instruct them to come to the back during the Archdiocesan Prayer for Vocations
  - Direct parishioners to use the side aisles immediately before and during the entrance procession
  - Identify seating for latecomers (particularly in a full church)
- During Mass:
  - After entrance procession, close the back doors
  - Throughout mass, remain in the back to direct people to the bathrooms and be available if an emergency should occur
  - Prompt gift bearers to walk up the aisle at the proper time, follow them to the front
  - Assist with Offertory and Communion by releasing parishioners from the pews in an orderly fashion from front to back
- After Mass
  - Clean-up and set-up for the next Mass
  - Securely transport collection monies into the appropriate Mass time pouch, place in drop box – **always two people**
  - Place food and baby items in the Parish Office hallway rooms
  - Empty baskets into the boxes and replace baskets back in the church

### Qualifications

- Friendly, dependable, able to handle emergency situations
- Attend and participate in periodic Usher training

### Time Commitment

- 1 ½ hours per assigned Mass

### Length of Commitment

- One year minimum