

# USHER TEAM

*The importance of this ministry is to help set an orderly and reverent tone for the upcoming Mass so that parishioners and guests are able to feel the presence of God and be open to the workings of the Holy Spirit. Ushers provide assistance and order that are necessary for the function of the Mass so that guests experience a sense of belonging and genuine love that will lead toward the fulfillment of our Parish Mission to love God, love others, and make disciples.*

## Overview of Ministry

Joyfully and sincerely greet guests and guide them in finding seats in the pews as needed, assisting those with disabilities to the handicapped reserved pews. Circulate the collection baskets for the offering with a true sense of service and care. We would like each person who comes to St. John XXIII Parish to feel that they are genuinely welcome, and that their presence is desired and valued.

## Qualifications

- Adult men
- Enjoy interacting with people
- Ability to compassionately direct
- Enjoy keeping order
- Friendly, dependable, service-oriented

## Commitment Time

- 35 minutes before and 5 minutes after Mass
- 1-year time period
- One-time ministry general orientation

## Basic Responsibilities

- Enthusiastically and warmly greet guests
- Discreetly walk up aisles to find empty seats for people when church begins to fill, and escort them to the seat if needed
- Assist in emergencies
- Take Mass count
- Assist guests who have disabilities with their equipment if needed
- Communicate to the priest the number in need of Communion in the back and choir loft
- Circulate the offertory baskets during the Offertory Hymn
- Prepare the collection for the procession by placing in bag, sealing, and placing into basket
- Assist in compassionately keeping distractions to a minimum
- Keep alert for new arrivals, emergencies, or things that need to be addressed to keep order

## Shifts (when to arrive)

- Arrive at least 35 minutes prior to Mass/event
- Saturday 4:00 PM Mass: 3:25 – 5:05 PM
  - Sunday 8:30 AM Mass: 7:55 – 9:35 AM
  - Sunday 10:30 AM Mass: 9:55 – 11:35

## # of Ministers Needed

- Minimum of 4 ministers for each Mass, if possible
- No maximum

## Communication

- Flocknote under Hospitality > Usher Team
- Report to Usher Team Leader