



Christ the King
Parish
Reading, MA

Usher

06/26/25

MINISTRY PURPOSE:

- The purpose of the Usher is to collect Mass attendees' financial donations during the Mass

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect mass attendees' financial donations during the mass
- Ministers should only serve one ministry position per mass unless there is no one else available to serve one or other essential positions.

QUALIFICATIONS:

- Prior to serving - In our ongoing efforts to provide a Safe Environment for all and to comply with Archdiocesan requirements, all volunteers must complete an annual CORI (Criminal Offender Record Information) form. In addition, all those in Liturgical ministries, must complete a one-time "Protecting God's Children (PGC) Training.
- Ability to smile
- Ability to pass or extend the collection baskets depending on which Church you're serving in
- Be presentable and dress appropriately (this does not mean suits for the men and formals for the women. Also, it does not mean ragged blue jeans, cut-offs, and tank tops.)
- Open to adults, teenagers, or youths under parental supervision
- Financially responsible & trustworthy



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05/11/25

PHYSICAL PERFORMANCE ELEMENTS:

- Before Mass
 - Arrive 20 minutes before Mass
 - Report to the Head Usher for your section assignment
- During Mass duties:
 - Go to the back of church when the Prayers of the Faithful start
 - Get your basket/baskets and go to the back of your assigned section
 - Proceed to the first pew once the gifts have been presented to the priest and the gift table has been moved from the center aisle.
 - The Head Usher will proceed to the front first and assistant Ushers will follow her/his lead
 - At the first pew, all Ushers will genuflect and then pass the baskets (St. Athanasius) or use the pole-based basket (St. Agnes) to collect from each pew in their assigned section
 - When you have collected your entire assigned section bring your basket to the Head Usher and place the offerings in the collection envelope
 - The Head Usher will seal the envelope and securely store it in the church safe, with a second usher standing by to observe.
 - One of the assisting Ushers will put away the collection baskets.
 - All Ushers will then return to where they were sitting during the Mass.

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this ministry. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.