



Christ the King
Parish
Reading, MA

Usher

09/15/25

MINISTRY PURPOSE:

- The purpose of the Usher is to welcome Mass goers and assist them with any needs they may express. Ushers should make a positive first impression (interactions could be the difference between someone returning to our churches or not.) Ushers cheerfully greet people as they enter church and thank them cheerfully and respectfully for attending when Mass goers leave. Ushers also assist people with seating, collect financial donations during Mass, and handout any publications or information that the parish may be distributing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent the Church as an ambassador
- Wear a name badge or lanyard
- Cheerfully greet people when they enter our churches for Mass
- Assist attendees with seating
- Pass out bulletins and other publications as needed
- Answer questions about our parish and help direct people with special inquiries as needed
- Thank people cheerfully and respectfully when they leave church
- Collect Mass attendees' financial donations
- Ministers should only serve one ministry position per Mass unless there is no one else available to serve one or other essential positions.

QUALIFICATIONS:

- Ability to smile
- Ability to speak to people warmly and cheerfully and make them feel comfortable, wanted and wanting to return
- 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, confirmed teenagers, or youths under supervision
- Financially responsible & trustworthy

PHYSICAL PERFORMANCE ELEMENTS:

- Before Mass
 - Arrive 20 minutes before Mass
 - Report to the Head Usher for your section assignment
 - One Usher will be stationed at each door of the church to welcome folks
 - Other Ushers assist with seating as needed

- During Mass
 - One or more ushers stand toward the back of the church to help seat folks as needed after Mass begins and be available for questions
 - 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
 - Two of the Ushers (Head Usher) are required to sign the envelope/bag of money collected
 - Two Ushers need to bring the collection bag to the safe (at St. Athanasius it is immediately after collection; at St. Agnes it is at the end of Mass due to location of the safe). One Usher puts the collection in the safe, and one observes (required practice by Archdiocese.)
 - One of the assisting Ushers will put away the collection baskets
 - All Ushers will then return to their seats
- After Mass
 - Thank people cheerfully and respectfully as they leave church

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.