

ST. STEPHEN PROTOMARTYR UKRAINIAN CATHOLIC CHURCH
HOSTING & USHERING DUTIES CHECKLIST

Here is a checklist for those new to volunteering for hosting and ushering. Call 403-818-8985 and arrange a meeting with Craig or Ambrose to go through the duties in advance; this checklist is a nice reminder. Thank you for your service!

In Advance

- Check the proper introduction for your epistle reading (under glass top of epistle lectern or sheet attached, i.e. **"A reading from the..."**).
- Best to pre-read the epistle for the day (in bulletin) prior to the actual reading during the service.

Pre Liturgy (30 minutes prior to Liturgy)

- For the 10:30 AM Liturgy ensure that there are bulletins on the table at the upstairs choir entrance.
- Distribute bulletins to attendees in the atrium; greet and help open doors for attendees.
- Help find seats for attendees if anyone is having trouble.
- For help on the 10:30 AM Liturgy seek out Ambrose; he usually sits near the doors by the cloak room.
- Continue to hand out bulletins even after the Liturgy begins. Some attendees arrive late and may need help finding seats, especially if they are visitors.

Reading the Epistle (pg. 33)

- After the final **"Holy God, Holy and Mighty, Holy and Immortal have mercy on us."** (pg. 31) proceed to the front to be ready to read the epistle.
- After **"Wisdom! Let us be attentive!"** (pg. 31) there will be the Prokimenon (pg. 33). After the Prokimenon the priest says **"Wisdom!"** (pg. 33); then you announce the reading, i.e., **"A reading from ..."**. Then the Priest says **"Let us be Attentive!"**, after which you begin reading the epistle.
- During the epistle reading your partner should prepare for the gospel reading by lighting two large candles stored in the cloak room.

Candles for the Gospel Reading (pg. 35)

- After the epistle reading proceed to the back cloak room. Then you and your partner each grab a lit candle and walk in parallel up the center aisle to the front. Young children with candles may follow you.
- When the priest says **"Let us listen to the holy Gospel."** (pg. 33) approach the gospel.
- After the reading and **"Glory Be to You, O Lord, Glory Be To You."** (pg. 35), the priest turns toward the altar to return the gospel. Then proceed to the cloak room and return the candles after extinguishing them.

Collection Baskets (pg. 47)

- Following the sermon get the collection baskets from the cloak room.
- Walk along the center aisle to the front (do not collect!). Begin collecting by turning around and walking back down the center aisle towards the atrium.
- After reaching the main entrance door at the atrium proceed to the outer aisles and walk up these aisles to the front of the church (do not collect!). Then collect from the people seated behind the main altar.
- Next proceed down the outer aisles and collect as you walk to the back.
- The volunteer on the north side generally collects from the choir and seating area upstairs; the volunteer on the south side generally collects from people in the crying room.
- Baskets are then placed at the front near the north-west most pillars at the front, next to the epistle lectern.

Communion Ushering (pg. 71)

- After the **"I have sinned without number, forgive me, O Lord."** (pg. 69) proceed to the front of the center aisle, a volunteer on each side of the aisle. When the priest says **"Approach with the fear of God and with faith."** (pg. 71) allow attendees to exit the front pews to receive communion. Walk backwards to allow each pew to empty.

Post Liturgy

- Deposit collections into the safe. Begin by emptying the baskets into plastic bags on the wall behind the safe. Insert a single plastic bag at a time into the hopper; then turn the handle to drop the bag into the safe.
- Ensure all pews are tidy; each has four Liturgy books and music books pushed to the center of the pew.
- Thank you for your service!

Glory Be to Jesus Christ!