

MINISTRY OF USHERS/GREETERS

An interdependence exists among the ministries engaged in worship. All liturgical ministers, i.e. Extraordinary Ministers, Lectors, Servers, Ushers/Greeters, Presider, Deacons, and Musicians, depend on each other. Each ministry makes an important and essential contribution to our Eucharistic celebration and we appreciate your willingness to serve in this community.

USHER/GREETER GUIDELINES

Before Mass:

1. Ushers/Greeters should arrive a minimum of 20 minutes before Mass so they are available to greet people arriving for Mass.
2. When you arrive, **notify the Liturgical Coordinators that you are present** and check the schedule on the bulletin-board. Ask the Liturgical Coordinator if there are any special instructions for the Mass (i.e. baptism).
3. Offer a warm welcome – a smile, a word of kindness. Ushers/Greeters, representing the community, are called upon to function as host and hostesses. The Ushers/Greeters role is significant in creating an atmosphere of hospitality and friendliness among the members of the parish.
4. In order to make our gathering as welcoming as possible, open doors for people as they enter. **2 minutes before Mass**, open the center doors. This will allow people to easily access the font. Ministers who are in the procession stay in the Gathering Area so as not to create a traffic jam around the font.
5. Each week **the first name on the schedule will be head usher/greeter**. He/She will designate who will do what duties that week. The head usher rotates with each date scheduled (all ushers/greeters will get a chance to be head usher).
6. Before Mass each week the head usher/greeter needs to find 4-5 gift bearers, who will bring the food basket, wine decanter, bread, and collection forward in procession. (The gift-bearers need to come to the back of the Church at the beginning of the collection.) *Please note that the gift bearers should be a variety of people, not necessarily a traditional family or the ushers themselves.* (The filled food-basket can be brought into the church while the collection baskets are being passed through the church.)

NOTE: The church has a **Personal PA Receiver** available for use by parishioners with hearing difficulties. It is located in the Sacristy in the white cabinet above the refrigerator. The church also has a **Defibulator** available for use in case of an emergency. It is located on the wall near the Choir Room and across from the Knight's display cabinet. **All ushers need to be trained to use this life-saving device.** If you have not yet been trained, please contact the parish office immediately to set up a time for training. **PLEASE FAMILIARIZE YOURSELF WITH THE LOCATION OF THESE TWO DEVICES !**

Seating the assembly:

- Inform the priest of anyone who wishes to have communion brought to them. This can be accomplished by providing them with a communion card or by an usher standing next to the individual while raising the communion card just prior to communion. This will make the person know they weren't forgotten and make them more visible to the priest.
- When the church begins to fill, please take the initiative to assist people in finding seats, even to show people to the front pews which often remain vacant.
- Late arrivals (after Mass has begun) should be treated kindly, yet not be allowed to distract the praying, listening, reflecting assembly already in place. If they cannot be seated quietly in the back, ushers should ask them to wait to be seated until an opportune time. **Please do not seat people during the following times:**
 - a. During the proclamation of the First & Second Readings
 - b. During the Gospel
 - c. During the Homily

All other times are acceptable. Movement always attracts attention and nothing the usher does should ever distract from the proclamation of the Word of God.

Usher/Greeter Assignment:

1. 10:30 a.m. Mass (and other services with crowded seating): 4 ushers are assigned; 2 will remain at the doors greeting people and 2 will be inside helping people find seats, making sure the handicapped pews, reserved seats, and Mass Server seats are not used. Reserved signs should be removed when they are no longer needed.
2. 4:30 p.m., 8:30 a.m., and 5:30 p.m. Mass: 3 ushers are assigned to cover the tasks described above.

~ At the 10:30 a.m. Mass before the Prayers of the Faithful are read, one usher should tell the leaders of the Children's Liturgy of the Word to return. 1-2 children will bring the children's offering with the other gift bearers.

Bulletins:

~ One Usher should go to the Sacristy to get the bulletins and place them on the table in the Gathering Area before the homily.

Taking up the Collection:

1. This should be done as quickly as possible. 3 ushers should come forward with the baskets, one usher for each two sections. Be sure to collect in the "cry" room, too. The remaining usher(s) can stay at the back to combine the baskets and prepare the gift bearers for the procession.
2. The gift bearers can begin the procession as soon as all is ready - they do not need to wait on the Presider to come to the center.
3. Ushers can then return to their seats.

~ During the meditation after communion, the ushers should be in their place, engaged in their own reflection. Remain in your places during the Closing Prayer. At the beginning of the final hymn, please open the back doors. You can then remain in the lobby near the doors and greet the people as they leave with the presentation of the bulletin. Don't hesitate to recruit junior and senior high kids to distribute materials.

After Mass:

1. Close the doors.
2. All ushers should walk through the church picking up debris and placing books in racks. Any extra items should be placed in the lost and found located next to the coat rack. Take a moment to use the carpet sweepers to remove any debris within the church, especially around the fountain. Make sure that all kneelers are up. Please deposit any items remaining in the pews in the lost and found box located by the nametags.

Schedules:

~ Please be attentive to the schedules that are emailed to you via Ministry Scheduler Pro (MSP). You will receive an email reminder to submit dates you cannot serve prior to creation of each schedule. Please make sure to enter your dates prior to the deadline noted in the email. MSP takes these dates, along with service preferences, into consideration when creating the schedule.

Substitutes:

~ Please remember your responsibility to request a substitute using MSP if you are unable to minister at your scheduled time. Please volunteer for sub requests if you are available. These will also come by email. Please contact the Parish Office if you need assistance (776-5151).

Usher Trainer:

Rose Marie Harris

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