

## **Guide for Ushers**

**The Usher is often the first person the worshipers meet when they arrive at the entrance of the parish; therefore they serve in special roles as servants of the worshipers and their task is to help worshipers fulfill their vital role in the liturgy. Welcoming people and making them feel at home is one way Ushers help build up the parish. It is a vital element in creating a sense of community for worship. A friendly and welcoming Usher can make the love of God apparent as they arrive; which will encourage the worshipers to enter into the celebration of the liturgy wholeheartedly giving thanks to God for the love he has bestowed on them. Offering a smile and a word of welcome can have a profound impact on worshipers as they arrive, especially visitors. The act of welcome often enables others to be more hospitable to others as well.**

**The conversation between worshipers and Ushers is often very brief, especially as time for worship nears and the number of people increase. Let them know you care about them and their loved ones when appropriate. Creating an atmosphere where individual people become the Body of Christ.**

**An Usher must be dependable, knowledgeable and courteous.**

**The Responsibilities of an Usher are:**

- **Coordinate, schedule and post schedule in vestibule for two months, current plus one for the next month (Head Usher; one month rotational). Ushers serving on fifth Sundays are also responsible for extra liturgies; Holy Days and Reconciliation Services.**
- **Arrive 30 minutes before Mass to prepare for worship.**
- **Wear name tag for identification.**
- **Check if there are special events and determine if you or greeters needs.**
- **Check if books are in place, kneeling benches are up and there is no debris.**
- **Check schedule for available greeters for collection, etc.**
- **Welcome people especially visitors and teenagers and small children.**
- **Answer questions.**
- **Ensure there are three (3) greeters; one at each of the main entrances at the beginning and end of Mass to distribute songs sheets and bulletins as well as answer questions.**
- **Assist worshipers to their seats (when appropriate).**
- **Ask latecomers to remain in the gathering area until the Presider or reader is done so they will not distract others.**
- **Monitor seating to ensure everyone has a seat by filling in vacant seats at large gatherings.**
- **Oversee collections and gifts.**
- **Oversee processions and monitor traffic for communion, special events, etc. and assist with traffic when appropriate.**
- **Assist the elderly with communion.**

- **Assist parents with small children when appropriate.**

**Emergencies:**

- **Illnesses or disruptions are to be referred immediately, quietly and discreetly to the Presider.**
- **The Presider will summon medical assistance or police OR the Presider will instruct the Usher on what to do when appropriate.**
- **If instructed to dial 911; dial 777-3211 for a local dispatcher.**

**Earthquake:**

- **Before an earthquake occurs, you should be familiar with the instructions posted in the Usher room.**
- **Direct people to safety through the FRONT doors of the parish.**
- **A first kit is located in the Usher's room.**

## **Guide for Greeters**

**The Greeter is one of the first people the worshipers meet when they arrive at the entrance of the parish; therefore they serve in special roles as servants of the worshipers and their task is to help worshipers fulfill their vital role in the liturgy. Greeters should welcoming people and make them feel at home. The Greeter can assist the Usher by making the love of God apparent as people arrive; which will encourage the worshipers to enter into the celebration of the liturgy wholeheartedly giving thanks to God for the love he has bestowed on them. Offering a smile and a word of welcome can have a profound impact on worshipers; especially visitors, teenagers, and young children . The act of welcome often enables others to be more hospitable to others as well.**

**The conversation between worshipers and Greeters is often very brief, but let them know you care about them and their love ones when appropriate. This will create an atmosphere where individual people become the Body of Christ.**

**A Greeter must be dependable, knowledgeable and courteous.**

**The Responsibilities of a Greeter are:**

- **Arrive 15-20 minutes before Mass to prepare to greet people as they arrive.**
- **Check schedule for assignments; ie. Gifts.**
- **Wear name tag for identification.**
- **Check with Head Usher to see if there are specials events to determine if you are needed.**
- **Answer questions.**
- **Welcome people; especially visitors, teenagers and small children.**
- **Make sure everyone has a song sheet before mass starts; including those who may have come earlier and are already seated.**
- **Assist worshipers to their seats (when appropriate).**
- **Assist the Head when needed to monitor seating to ensure everyone has a seat.**
- **Assist with processions and monitor traffic for communion, special events, etc. when appropriate.**
- **Assist the elderly with communion and other special needs.**
- **Assist young children in receiving their blessings if appropriate.**
- **Offer to help parents with small children when appropriate.**
- **Take up Collection when scheduled or needed.**
- **Take up the gifts when scheduled or needed.**
- **At least two greeters should remain in the back of the parish to assist with latecomers during mass.**
- **Ask latecomers to remain in the gathering area until the Presider or reader is done so they will not distract others.**

- **Monitor seating to ensure everyone has a seat by filling in vacant seats at large gatherings.**
- **Make sure there is a greeter at each door to pass out bulletins, etc. at the end of mass.**
- **Assist in preparing for the next mass by checking if books are in place, kneeling benches are up and there is no debris in pews. Purell (hand sanitizer) located on each side of the altar if needed.**

#### **Emergencies:**

- **Illnesses or disruptions are to be referred immediately, quietly and discreetly to the Head Usher.**

#### **Earthquake:**

- **Before an earthquake occurs, you should be familiar with the instructions posted in the Usher room.**
- **Help direct people to safety through the FRONT doors of the parish.**
- **If first aid is needed check the Usher's room for first aid kit.**