

INSTRUCTIONS FOR USHER/GREETERS (Revised 10/21)

Arrive 20-30 minutes ahead of Mass wearing your nicest outfit. Bring your Name tag that was given to you.

Welcome and greet the people as they enter and give them a song sheet: (none during the summer)

Go to your place at the inside church doors with one usher at each set of doors.

Personally hand out the song sheets from the stands inside the church doors.

We are known for our warm and welcoming congregation. Thank you for all that you do to help facilitate this feeling.

Help find seats for late comers if needed. Invite people to come into the church, encourage them (don't try to force them) to not sit in the gathering area. **If the readings have begun, please try to wait until a reading is over before seating people.**

After the readings, and no more late comers are arriving, you may go to your seats and participate in Mass. Try to keep an eye out for any problems that may occur or special needs of people.

Your next job is the collection.(Immediately after the homily) Each usher takes a section of the church. Talk to each other and determine which aisle you are going to take. Be sure to go down both sides of pew. All of the long handled baskets are emptied into the large basket and two people take the money to the safe in the sacristy. Empty the collection into the safe and turn the handle until all of it drops to the bottom. Set empty baskets back for next Mass. Money for candles is also put into the safe.

Communion

Each usher will direct a section of the aisles. The first section by the Tabernacle goes before the second section. Move to the second aisle after all has gone to communion in the first section. Two ushers stand in the center aisle for the two sections. Fourth usher takes aisle in front of the choir.(exit pew on side closest to Windows, not in aisle) Choir will receive Communion after your section. If any one in your section needs Communion brought to them be sure to tell the Communion Minister in your section

End of Mass.

Distribute Bulletins: right after communion, open the doors and get bulletins from the bookcase and stand at the inner doors to pass them out. Say goodbye and thank them for coming.

After Mass pick up any song sheets in the pews; change songsheets for the next Mass. Check the pews for any garbage or forgotten items.

If you can't make a particular weekend that you are scheduled, get a substitute and let the parish center know who your sub is.

ADDITIONAL INFORMATION

If a doctor is needed – or other emergency assistance, proceed to altar and tell the celebrant. Phone is in the sacristy if 911 is needed. **If ushers can handle situation, please do so.**

Clean up kit for accidents and spills is in janitor's closet at the end of hallway.

First aid Kit & AED- Automatic external defibrillator for heart emergencies is located in the sacristy; training is available if you wish to learn how to use it.

Fire extinguishers are located west of the main doors to inner church, in the sacristy and in the hall kitchen.

Thank you, your service is appreciated