

# Ushers & Greeters

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The St. Francis of Assisi community is a welcoming Christian family. We believe in Jesus Christ and are guided by the Holy Spirit and the example of St. Francis. We gather to celebrate, to grow in the knowledge of our faith rooted in the Catholic tradition, and to recognize our responsibility to reach out to the world.

## Overview

Yours is the first face visitors and guests see when entering St. Francis.

Please be mindful that you represent our parish community. Your first responsibility as a greeter is to make the people coming to Mass feel welcome and valued.

You are to assist with seating the assembly, take up offerings and direct the congregation in receiving Communion.

Because your role is public, important, and highly visible, you are asked to dress appropriately.



A sport coat, blazer, or suit is preferred. Business casual is acceptable.

Your ministry is part of the Liturgy. Please follow the procedures that have been established. At the same time, ushers and greeters need to respond to situations that happen.

Please use good judgment and common sense to respond to these moments

## Before Mass

Before Mass checklist:

- Arrive 20 minutes before Mass and sign in
- Check gift table to make sure that the water & wine cruets, and the paten with hosts are on the table.
- Before the 5:15 mass place Gather books on cart.
- Make sure bulletins are at the tables at the entrance as well as the tower doors. Bulletins are found in the Ministers' Sacristy.

# Before Mass (continued)

- Select a family to bring up the gifts. Instruct the family that they should come to the gift table as soon as the Deacon finishes the General Intercessions. If anyone asks to bring up the gifts, that request should be honored. Check the bulletin. If the individual/family requesting the Mass is in attendance, ask if they would like to carry the gifts.
- Read the Usher bulletin which is on the door in Ministers' Sacristy, to check for special circumstances and second collection instructions
- Check for: proper lighting, candles lit, light below crucifix is turned on, collection baskets in place



**Prayer for Ushers  
and Greeters**

*Lord, send your  
welcoming Spirit  
to be a part of our  
liturgical  
assemblies, our  
parish and our  
family.  
May we always  
welcome the  
stranger,*

*the alien,  
and the  
outcast  
into our  
Worship,  
Parish,  
and home.*



## Greeting

Initially, three ushers should hand out the Gather books. The remaining ushers should be at the entrance doors assisting those in need and greeting people. When needed they should move inside to help people locate seats.

Close doors between Narthex and Church after Mass begins. Please check outside doors to be sure they are closed (both inner and outer doors). All doors to sacristy are to be closed—door from the Narthex and along Choir side wall.

After mass begins, continue to seat people. **Please do not seat people during the Scripture readings or the Homily. They may be seated during the Alleluia or Creed. Please be assertive with late comers.**

## Presentation of Gifts/Collection

A center aisle usher is responsible for giving the gifts to the presenters. They should be ready to process with the gifts once the priest and serv-

ers begin to come forward. The “smaller” large collection basket should also be carried, empty, if there are enough presenters.

The collection is also

taken at this time. Two baskets in each of the back sections (rows 1&5); in addition, one basket for each of the front sections, starting with row 1. It is vital that the baskets reach every person in the

# Presentation of Gifts/Collection (continued)



congregation (except Lectors and Altar Servers). The usher distributes the baskets and watches for their return. If there are

people standing, baskets should be distributed to those persons. Baskets should also be passed to those in the Narthex. The collection is taken directly to the Sacristy and emptied into the Deposit Envelope for that Mass. This is done in the ministers Sacristy. The envelope is then deposited into the safe.

**Please note: the procedure for presentation of the gifts was changed to allow more time for the collection. Please take your time and make sure all sections are covered. If there is a second collection, it is to be started after communion immediately after the altar has been cleared.**

*Hebrews 13:2*

*Do not neglect*

*to show hospitality to strangers, for by doing that some have entertained*

*Angels without knowing it*

## Communion

Tower side usher: Please assist the EM who removes the Blessed Sacrament from the chapel by holding doors before and after Holy Communion. The role of the Usher is very important during this rite. The Head Usher will

assign the proper stations to the ushers so that the assembly is guided to the Eucharistic Minister in a prayerful and orderly manner. For Masses that have a choir, an EM is assigned for them, and they line up along the wall. Ushers do

not need to assist. An EM (not a priest) should be directed to persons with special needs after all sections have received.

## End of Mass

- Distribute bulletins
- If anyone requests registration information, forms are found in the plastic holder on the table near the Sacristy. The forms can be returned to the office by mail or in the collection basket.
- Collect Gather books as people leave church. After 12:00 mass, the Gather books will be returned to the shelves by the weekend staff.
- Check pews and remove Gather books and other items
- After 5:15 and 12:00 Masses, extinguish candles.



# Emergencies

In case of an emergency, phones are found in the kitchen and workroom sacristy.

The first aid kit is in the workroom sacristy drawer by the telephone.

If anyone becomes extremely ill please call 911.

If someone sustains an injury or fall or is sent to the hospital, please get their name, address, what happened to the person , what steps were taken.

Accident forms are in the drawer in the work sacristy below the phone. Be sure to verbally inform presiding priest of the incident.

Two defibrillators, one outside the Sacristy, one in Upton Hall are available for use during an emergency. (A third defibrillator is located in the St. Francis Center)

Periodic training sessions are held regarding proper first aid and use of the defibrillators.

# Other

You must work the section you were assigned. If a situation arises that causes you to leave your section, you are to notify the Head Usher immediately. Under no circumstances should you leave a section without coverage. Under no circumstances should seats be reserved (saved) for family and friends during holiday services.

Chairs are located along the tower and choir walls and in the back for ushers to use. Pews should not be reserved for ushers.

Coats may be hung in the ministers sacristy

The Lost and Found box is in the coat room.

When ushering special masses i.e.: Confirmation, Easter Vigil, Christmas, be prepared to arrive earlier than normal—usually 45 minutes .

When you are unable to make your scheduled time, please request a sub using the Ministry Scheduler. **If no one takes the spot, you are still responsible to cover that position..**

Always keep your preferences, availability and contact information updated in the Ministry Scheduler.



**Thank you for your Service.**