

# GREETER AND USHER MINISTRY



ST. VINCENT DE PAUL  
CATHOLIC PARISH

## **Greeters**

- Greeters are the first people at Mass that people will see. Greeters are always thinking of the first time visitor. While they welcome their friends, family and relatives who enter our church, they need to be particularly mindful of those they do not see on a regular basis.
  1. *When they greet a new comer (someone they do not recognize) make a special effort to welcome them, invite them to sit wherever they want and to notice the hymn board and that the books also have the Sunday readings in them.*
  2. *If they come with children and you do not recognize them, point out the directions to the restrooms and where to take the children if they need a break from the Mass.*
- Greeters will hold the doors open for those entering the main body of the church. At five minutes until Mass, the doors can be propped open until the priest begins to process; then the doors are shut.
  1. *Two reasons for double entrances to the main body of the church: noise reduction so people can pray and for temperature control; keep the main body of church warmer in winter and cooler in summer. At 5 minutes there is a steady stream of people, so it is ok to prop the doors at that time.*
- Greeters dress "smart casual." They help set the expectations of Church attire. They smile and greet the people warmly and friendly. Friendly greetings are welcome.
- Greeters assist in keeping all conversations to the gathering space and not in the worship space of the church.

## **Unique to the chapel in which the Greeter is ministering:**

- St Patrick:
  1. *Hand them a Breaking Bread Song book as they enter for 4pm and 9am Mass.*
  2. *Greeters hand out flor y canto and Unidos en Cristo as parishioners walk in the door for 11:30am Mass.*

## **Ushers**

- Prepare for the bulletins after Mass:
  1. *St Patrick, old bulletins are removed and taken back to sacristy.*
  2. *New bulletins are placed in the shelving slots by the main doors above the music books; and on the tables by the two side doors.*
  3. *Sacred Heart: Remove old bulletins and place in sacristy. New ones are in the cry room on table; move onto heater vents just inside the side doors of worship area. Also, on shelves in gathering area next to song books; in wall shelf in entrance by choir area and in wall shelf in entrance by Parish Center.*
  4. *St John: The Priest brings them and sets them on the tables in back of church just before the pews.*

**Prepare for Collection:**

- Sacred Heart: Money Basket in sacristy goes in front of the gift table.
- Baskets to take up the collection are under the gift table.
- St. Patrick: baskets for collection are on the floor just before the pews in back of church.
- St John: baskets are on the table by the confessional.

**Organize the collection:**

- Secure enough volunteers to take up collection in a timely manner. Begin at the first pew, holding the basket out for those wishing to give. Move to next pew until you've reach the back of the church.
- All baskets are put into one larger basket that is brought down the aisle by the gift bearers and given to the priest/deacon in the offertory procession.
- Ensure there is a family/couple to bring down the gifts of bread, wine and collection basket.

**Communion Procession:**

- Ushers do not have a role in the Communion Procession. People are free to approach the altar on their own when it is their aisle's turn.

**Hand out bulletins after Mass:**

- As the priest is reading the announcements, open glass doors to gathering space and be ready to hand out bulletins at each exit location.

**After Mass:**

- In all chapels, the collection basket comes into the sacristy and 2 ushers place the money in a locked bank bag found on the counter in the sacristy. The locked money bag is given to a priest or deacon or another trusted individual who knows where it is kept at Sacred Heart Chapel Sacristy. Another person (not the same person) takes the key to the locked bag and takes it to the Sacred Heart Rectory and slides the key through the mail slot found in the door that is directly across from the school.
- Basket is returned to its place after money is placed in the locked bank bag.
- After 8am Mass at SH, bread and wine for the next mass is placed on the gift table.
- Assists in taking everything off of the credence table and places it on the counter in the sacristy.
- The tabernacle key is returned to its proper place in the sacristy (after each Mass.)

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**Emergencies:**

- Ushers call attention to first responders of a person in distress and is available to get the first responders what they need. We do not want a congregation not offering assistance standing over the person. Let the first responders do their work and keep the area around the person clear.
- Ushers organize to be outside waiting for emergency vehicles and assisting the medical team to the person who is in distress.
- Ushers know where the AED machine and First Aid Kits are stored.
- Ushers will get the attention of the presider if the church needs to be evacuated. This means during bad weather that may be tornadoic, the usher watches the weather map and has tornado warning on phone.

**Unique to the Usher Ministry at particular Chapel:**

- Sacred Heart: at 10AM Mass, at the start of the Creed, one usher alerts the "Children's Liturgy of the Word" Catechist that we are reciting the creed so that the children return to their seats during the preparation of the gifts.

*We thank you for filling this important role for our parish.*

Please be sure the office has your email on file so that you will receive the monthly schedule.

The schedule can be found at  
anytime on our website  
[svdpparish.diojeffcity.org](http://svdpparish.diojeffcity.org)



