

Worship Leadership Team Ministry of Ushers/Greeters

Hospitality Team

Ushers and Greeters are examples of the hospitality of the Parish. 'Hospitality' is one of the touchstones of our Parish Vision and Mission:

Gratitude, Discipleship, Hospitality:

As a Catholic community, we witness to the love of Jesus Christ in the world.

We strive to build a vibrant parish community:

- † With *gratitude* in our hearts, to give of our time, talent, and treasure;
- † In *discipleship*, to experience spiritual transformation and inspire others to enhanced participation in parish life;
- † In a spirit of generous *hospitality*, to be a unified and welcoming community;
- † To be ministers of *faith-building communications*.

Leadership Teams

- Worship
- Faith Formation
- Community Building-Evangelization
- Pastoral Care-Social Outreach
- Operations

Expectations

Communication to all liturgical leadership happens on the week before Sunday. Please read these emails carefully and be aware of what is happening in the upcoming week. Please let us know if there is something that needs attention or if you have a question. Be diligent in reading the bulletin and knowing what activities are in place in the parish.

You are our first group to **empower others** to this area of ministry. You set the pace and the example of who we are. We want to see more families, more women and parishioners of all ages in these leadership roles of Usher and Greeter. Please encourage families to come forward to assist you. Sometimes you will not be the ones actually collecting the monies or greeting, but you will be facilitating that process.

Arrival at church

One half hour ahead of Mass start time. Take a collection basket from the cabinet in the Ushers' room and prepare your area. The lead team member that day should check in with the Mass Coordinator to see if there is any activity or task that needs to be done that was not communicated in the email that week. That is communicated to all of the others in your team.

Worship Aids

If there are worship aids, please take time to straighten out worship aids. At the 5pm Sunday night worship aids are placed in baskets on pedestals or tables near the 3 doorways

Collection Basket

Check that the large main money basket is in the Ushers' Area-West side.

Assignments to an area in church

Each usher should be assigned to a section of church for taking up the collection and counting the assembly. We need at least two ushers at the side sections and four ushers in the main section.

Ushers and Greeters at all doorways

Ushers and Greeters, please stand near a doorway to say hello to people as they arrive for Mass, hand them a worship aid and answer any questions that they may have. All doorways should be covered. Stay there until at least ten minutes after Mass starts to assist.

After the Mass, please stand at the doors, hand out bulletins, and wish everyone a good week. At 5pm Sunday Night Mass: Gather up the baskets and worship aids. Put baskets into the cabinet in the Usher's Room and Worship aids in the recycling bin in the Sacristy.

Ushers collecting

When receiving the collection from the assembly, always begin from the front of the rows of pews and go to the back. On the sides, the Ushers will go back to the front of their section of pews to receive the collection from the aisle side if there only two ushers available. The Baskets should be placed back into the cabinet following the collection time at every Mass.

Bringing up the gifts - Parish Family

Sometimes during the preparation of sacraments or with a Baptism, there will be families already chosen to bring up the gifts. That information will normally be in the ushers' room on the chart.

If not, The Greeters/Ushers will choose a family to bring up the gifts well before Mass starts. When the Deacon or Priest stand up at the chair, the family should be ready to walk down the aisle immediately. The Greeter should get the family from the pews at the beginning of the Preparation Song and get them back to the table, receive the gifts and have them ready at the head of the aisle.

Second Collections

When there is a second collection, the Ushers receive the collection from the people in the usual way. The large basket is placed up in front in the middle of the sanctuary. Once the regular collection is taken up, all ushers come over and place that collection into the basket.

The second collection is then taken up and brought to the back of church, where you will have prepared a smaller basket to place that collection. That basket is brought to the front of church, placed on top of the large basket of money, then placed into the sanctuary on the top step on the right side of the sanctuary near the altar.

After Greeting at the beginning of Mass and after the collection, the Ushers and Greeters should sit with their families. Ushers and Greeters, please remember that they are also a member of the assembly and should participate along with them. Please do not have conversations during mass, especially with our new flooring, those conversations travel and are distracting to parishioners.

Counts of people for each Mass

Each Usher should count their own section of people at some point during the liturgy before the collection is taken up. The Usher assigned to the music section should be sure to include the Priest and/or Deacon. All ages are counted. Those numbers should be brought back to the ushers room and added together and placed on the counting sheet. The counting should be done discreetly and before the preparation of the gifts, to assure that we have enough hosts for the gathered assembly.

Communion Procession

At the time of communion, the ushers come forward to the front of the aisle and assist people if needed to the communion procession. Please don't use this time to stand in people's way, but just to guide and assist if people are distracted and not getting out of the pews.

After the Mass

Afterwards, at least two Ushers will come to the sacristy, be present to place the collection into the plastic tamper-resistant bags, sign them clearly and then place that bag immediately into the safe.

*new 2011 procedures from Diocese – see separate sheet

Emergency Procedures

Be aware of first aid kits in the Usher's room and defibrillator at the top of the hallway near the PRC. Also, if there is an emergency, whether an in-house or a 911 call, please alert one of the Pastoral Staff members. If there is not a staff member immediately present, please get name and phone number information about the person receiving care and be sure that one of the staff receives that information immediately. There are accident report forms in the Ushers' Room.

Name tags

Anyone needing a name tag should email Kathy Langston at Langston@stjosephspenfield.org, giving her the correct spelling of your name.