

Greeter's Role

The Greeter's responsibilities are:

→ Greeting before Mass and Distributing Bulletins after Mass

1. Greeting before Mass:

- **Arrive at church 35 minutes before Mass.**
- Greet everyone with a handshake, friendly smile and a "Hello" or "Good morning/afternoon". Be welcoming.
- NOTE: Greeters will not be designated for a specific entrance. The greeters who first arrive will greet at the Windsor Park entrance (at least 3 to 4 people). If there are enough greeters in that entrance, 1 to 2 greeters can greet at the hall entrance, and 1 greeter at the office entrance.
- Two greeters: close the two sets of doors furthest from the Vestry during the opening song,
- Two greeters remain at entrance until 20 minutes after Mass starts or **after** the 1st reading is done. Help make sure kids get to the Children's Liturgy Room.
- Remaining greeters can be seated **after** the opening hymn.

2. Distributing bulletins at the end of Mass:

- All greeters are needed to distribute bulletins at the Windsor Park entrance
- Please go and get the bulletins as soon as you have received Eucharist.
- If there are some people still visiting in the church, please be sure to leave some bulletins at the welcome desk or another place in the gathering space where people could find them easily. Return the rest of the extra bulletins to the Vestry (after 5 pm and 9 am Mass) and to the table in the gathering space (after 11 am Mass)

***** NOTES FOR BOTH GREETERS AND USHERS:**

- *Please sign in when you arrive and put on a magnetic badge, communicate any last minute changes to Mass Coordinator so they are not trying to replace someone you have already replaced.*
- *Use hand sanitizer before taking your seat in the church*
- *Be seated at the back of the church*
- *Know where the emergency phone is (phone in gathering space, by Windsor Park entrance). The address of the church is attached to the phone to give to the 911 operator.*
- *A first aid kit is located in the vestry. If there is a major medical emergency during Mass, please approach Father at any time and he will make a call for a nurse or doctor.*
- *Ensure that parishioners do not carry drinks or food into the church.*

Some tips to consider for welcoming people:

The best way to be welcoming is to say WELCOME!

Remember that potentially anyone who comes through our doors may be coming for the first time. You are the first person they are meeting. How will you welcome them? Will their first impression be positive?

Don't assume people know where the church is. Especially during a large Mass, be sure to indicate which way they should enter and let them know the best place to be able to find a seat. (ex. "Welcome! There are still lots of seats on the far side of the church." "Glad you could come today! Our church is full and we still have lots of seats in our flex space/hall" – both examples said while indicating which way to enter.)

Sub list (replacement) for Greeters:

- If you are unable to serve at the Mass time you have been assigned, please complete a request for a replacement on-line.
- It is your responsibility to ensure that someone has accepted your replacement request. If no one accepts your sub request it is your responsibility to call and find someone.
- It is essential that we have the appropriate number for greeters at the door for each Mass.

Usher's Role

The Usher's responsibilities are:

→ Ushering before Mass, assisting people during Mass (if needed), collection and tidying up the pews after Mass

1. Ushering before Mass:

- **Arrive at church 15 minutes before Mass**
- Ushers should be welcoming and engaging while helping to seat people. Wheelchair spots are at the front and back of the church on the center aisle and certain pews on the far side along the wall.
- Use hand signals to let the other usher know how many people need to be seated (if your section is full), or to signal how many seats you have available.
- For late comers, invite them into the body of the church, and to stand at the back, **until an appropriate time to seat them.**
- Appropriate time to seat late-comers are:
 - During opening hymn.
 - Before 1st Reading, when the children are called up for children's liturgy
 - After the 1st Reading before the Psalm starts.
- **Do not seat late-comers during the Scripture Readings or the Psalm.**
- Notify the Mass Coordinator if any person needs communion brought to them or for any issues that arise.
- Direct people in wheelchairs to the spots designated for wheelchairs (shorter back and front pews)
- **The last two pews in the center section on the right hand side (closest to the doors) have reserved signs for each Mass. This is done to accommodate those who need to sit in those last two pews (wheelchairs, walkers, etc.) and latecomers. The ushers need to be prepared to direct these people to these pews, especially right at the start of mass or once mass has started.**
- **Ushers remain at entrance until 20 minutes after Mass starts or after the 1st reading is done.**

2. Collection:

- The 4 ushers listed in the schedule will take up collection. 2 will collect in the center aisle, and 2 will collect down the side aisles. (Please ask greeters to help if necessary if large crowd and flex space is open.)
- Walk to the back of the church when the commentator goes up to the ambo to say the "Prayers of the Faithful" (after the "I Believe"), and pick up 2 baskets each.
- After the congregation is seated, all collectors will proceed to the front of the church, and **bow together** toward the altar.
- Each collector will collect from only 1 section of the church from front to back, handing out baskets at rows 1 and 3, and picking them up at rows 2 and 4, then continuing the same pattern.
- After collection is complete, stand at the back until Father receives the gifts. Return to your seats *after* Father receives the gifts.
- Ushers or greeters may be needed for carrying up the gifts if no gift bearing family is present or there are not enough members in a family to take up the gifts.
- *NOTE – gift bearers will no longer take the basket forward. An usher who is not related to the Mass Coordinator will take the collection basket and attend to securing the collection with the Mass Coordinator. This is the usher with the * beside their name on the schedule.

3. Assisting people during Mass (if needed):

- It is helpful to have an usher remain near the doors to assist people coming and going during Mass.
- **During the Consecration of the bread and wine** (when the whole congregation is kneeling), if someone is returning into the church, please ask them to wait at the back of the church until the Consecration is over (and everyone is standing again), before they return to their pew.
- No ushering is needed to guide communion, but do keep an eye out if people from the center sections are going to use the side aisle for communion, and ask them to use the center aisle. This is done so that people can get back into their seats in an orderly, prayerful manner.

4. Tidying up after Mass:

- Tidy up any books/papers in the pews to get ready for the next celebration.

NOTE: Ushers may be needed for handing out bulletins at other entrances if there is a large crowd or not enough greeters.

Sub list (replacement) for Ushers:

- If you are unable to serve at the Mass time you have been assigned, please complete a request for a replacement on line.
- It is your responsibility to ensure that someone has accepted your sub request. If no one accepts your replacement request it is your responsibility to call and find someone.
- It is absolutely essential that we have the appropriate number for ushers (minimum 4) for each Mass.

THANK YOU for giving of your time and talent. If you are unsure of something – do not hesitate to ask Mary Ann & Nick Langshaw at 306-789-4452 or polaus@sasktel.net

(Updated May 1, 2017)