

NEIGHBORS NORTH CATHOLIC COMMUNITY TRAINING SHEET: USHERS AND GREETERS

I. Overview

- Give of ourselves in service to our neighbor
- Pass on the joy of the Faith
- Minimize distractions to foster prayer and worship
- Greeters and ushers can help each other when ministers are needed

II. General Notes

- 9-1-1 ushers (two designated per Mass with cell phones)
- Bow when passing the altar; genuflect when passing the tabernacle or approaching it
- Altar is the priority during Mass (bow), tabernacle outside of Mass (genuflect)
- Hands folded if not carrying anything (during Mass, while moving to spots)
- Let clergy/staff correct other ministers; bring concerns to them
- Keep idle conversation outside the church (and the narthex); people can hear you
- Dress code (Sunday best, enforced by clergy)

III. Structure

- Ushers: one captain for each Mass
- Greeters: one per major entrance, outer doors
- Both: check in, get name tag, take your places (greeters get outer, usher get inner doors)

IV. Greeter Logistics

- Arrive 30 minutes early
- First person people see: be friendly!

- No specific “required” greeting: be yourself
- Avoid “welcome to _____,” instead of just “welcome,” since they may not be new
- Chat, but avoid chatting when it means ignoring others
- Hold outer doors without propping them
- Help handicapped, be attentive to suspicious activity
- Connect those with special seating (Baptism parties, etc.) to ushers
- Put out “Mass has begun” sign at Saint Teresa of Avila
- Greet until Mass begins, then turn in tags and take your seat

V. Usher Logistics

- Arrive 25 minutes early, 30 if Captain
- Greeting, seating, counting, collection, Communion, bulletins
- Greet at inner doors + stand inside and monitor the crowd
- **Captain:** find gift-bearers, set up reserved seating, assign spots to ushers
 - Sections differ based on church
 - Your section is home base
 - Usually two per section for counting and collection, one for Communion
 - Can be flexible in how sections are assigned, number of ushers per section
- **Captain:** tell lector two to make center aisle announcement (“please move in towards the center aisle”) if church is packed
- Keep inner doors closed during Mass and conversation to a minimum
- Saint Teresa only: keep inner doors closed before Mass (sound travels too easily)
- Seating
 - Seat while congregation is standing, Alleluia is the last chance
 - Approach people, be clear about where you have open seats
 - Be polite and direct, respecting those who do not want seats
 - Walk each person to his seat
 - Ask people to move in
 - Communicate with each other

- Counting
 - Count during collection, sets of five (if it helps)
 - As you pass baskets, count the row and add rows together: **DO NOT ESTIMATE!**
 - Count the entire section, compare numbers with second usher for that section
 - Give final count to captain, captain totals and records

- Collection
 - Prepare during Universal Prayer: get baskets, stand behind your section
 - Captain:** hand out baskets
 - Move together to front as soon as closing prayer for Intercessions ends
 - One usher on each side of each section, stay close to pews
 - Bow together at front and begin the collection
 - Captain:** stand in back with basket, take all collection money
 - Captain and one other usher:** bag, label (names, signatures, date, destination), and deposit at the safe immediately
 - First collection is **not** brought up with the gifts
 - Second collection begins seconds after gifts go up
 - Same method as first collection but no counting
 - One usher brings money to captain at the safe

- Communion
 - Captain:** clear out path for Communion after Sign of Peace (if blocked)
 - Go to the back of your sections promptly after the Sign of Peace
 - Help others pray: move to your spot promptly, just as Lamb of God begins
 - Move to the front of your sections together, bow together
 - Usher from inside out, standing on the side of your section closest to center
 - Stand in front of front pew to leave room for ministers
 - Bow head as Eucharist passes by
 - Stand beside the first pew in your section
 - Begin ushering once your minister is set
 - Step back and let each pew out in front of you; receive as last person in line
 - Go to the back once you receive Communion, then stand or kneel
 - If there are stations in the back, make sure people do not cross behind EMs
 - Can usher across aisles, but this is optional

- After Mass
 - Prop inner doors after final blessing (not before)
 - Stand by doors (inner and outer) with bulletins
 - Turn in tags, leave

Liturgical Ministry Questionnaire (Please print neatly)

Name: _____

Email address: _____

Phone number: _____

What ministries are you being trained for?

Note only those ministries you are attending a training for and want to be scheduled for. This sheet is meant to help us put you with the Masses you prefer.

Sunday and Vigil Masses

*Please mark your preference with a 1 being the least desired and a 9 being the most desired Mass time. If you cannot serve at a Mass, do not mark it at all.

I prefer not to serve on Sundays or Vigil Masses

4:00pm Saturday (St. Athanasius)

4:00pm Saturday (St. Teresa of Avila)

5:00pm Saturday (St. Sebastian)

8:00am Sunday (St. Sebastian)

8:30am Sunday (Incarnation of the Lord)

9:00am Sunday (St. Teresa of Avila)

10:00am Sunday (St. Sebastian)

10:30am Sunday (St. Athanasius)

11:00am Sunday (St. Teresa of Avila)

How often do you want to serve?

- Daily
- A few times a week
- Weekly
- Monthly
- Every two months
- Other (please explain) _____

Which parish do you belong to, if any? _____

Any other preferences (keeping family together, etc.)
