

Ushers / Greeters 2010

Mission Statement

Ushers - our mission is to provide general care of our worship space and to create an environment where all feel welcome. We will provide assistance to our fellow parishioners and visitors at St. Joseph's by greeting all with a warm welcome, opening doors, assisting with seating, collecting the gifts of our community and handing out music programs and bulletins and providing any other assistance requested by the Pastor and Parish staff.

Vision Statement

Our vision is to create a fully integrated Ministry of Hospitality (Ushers/Greeters) at St. Joseph Parish. The ministry will be fully staffed at each of our four weekend Masses (and special masses designated by our Pastor or Parish staff) with committed and responsible parishioners. Scheduling and coordinating will be the responsibility of the Head Usher and designated captains for each mass. Oversight, support and guidance will be the responsibility of the Head Usher and Parish Staff. Ministers of Hospitality (Ushers) will be recruited from a diverse cross-section of parishioners from each mass in an effort to reflect the inclusiveness of St. Joseph parish.

Job Description

Preparation

- Please arrive 15 minutes prior to the service
- Set up chairs (if needed)
- Clean up papers if any are left from the previous liturgy.
- Locate collection baskets and move as needed

Greeting/Seating

- Try to have one usher at each of the three doors leading from the vestibule into the church.
- Greet people with a smile and warm welcome.
- Distribute worship aids.
- Offer people who have special needs assistance.
- At the start of Mass, make certain the outside doors and doors leading from the vestibule
- into the church are closed.
- As people arrive late, identify seating for them if appropriate

Offertory

- Ushers will select parishioners to bring the gifts forward and will answer questions and help the gift bearers prepare (as needed).
- Ushers will assist with the collection as needed and as directed by the pastor and parish staff.
- At times the pastor will ask the ushers to conduct a mass count. This count will include all individuals present in the church after the preparation of the gifts.

Communion

- Ushers will assist with Communion by releasing parishioners from the pews in an orderly fashion front to back.

St. Vincent de Paul Collection (first Sunday of each month **only**)

- Ushers move to the back of the church **prior** to the final blessing.
- One usher stands at each door holding a basket for the collection.

After the Liturgy

- Ushers move to the rear of the church prior to the final blessing.
- Ushers collect bulletins from the usher's closet and position themselves at the rear doors.
- Although some parishioners may leave early, ushers are asked not to secure doors in the open position until the processional approaches the rear of the church.
- Again, position one usher at each of the three doors leading from the church into the vestibule.
- Distribute church bulletins to people as they are leaving. After the 9:00 a.m. Mass, try to have an usher at the door leading down to the Social Hall since many people go down for coffee.
- Ushers will clean the church after distributing church bulletins. Collect any bulletins, loose paper, or other items that have been left behind.
- Move the food from the collection baskets to the hospitality room.
- Return the baskets to the designated area of the church.
- As you depart be certain that all the doors are closed

Securing the Collection

- All Usher/Greeters are responsible for security and related issues.
- For security ushers will gather the collection baskets at the close of communion and move them to the sacristy.
- Ushers will sort the collection and place it in the security bags. The bags should be signed and dated.
- Ushers will then date and sign the security binder (this is new for 2010).
- Ushers will place the security bag in the drop safe located in the sacristy.

- This is also the manner in which St. Vincent de Paul or other special collections will be handled.

General Instructions

Ushers will please perform the full range of duties asked of them. Simply stated,

- Arrive early.
- Personally greet parishioners as they arrive for Mass by greeting them at the door and handing out worship aides.
- Assist with the Collection.
- Assist with Communion
- Personally hand out the weekly church bulletins as parishioners leave the church.
- Secure the collection.
- Clean the church.
- If you find you are unable to serve at a scheduled Mass, you are asked to find a replacement and contact your team leader/coordinator. Telephone lists broken down by Mass will be provided for this purpose.
- Personal items left behind after Mass should be collected and left on the front counter in the parish center (with a note for Renee indicating which Mass). If the parish center is locked please leave the items in the usher's closet (again, with a note showing it is lost and found property and from which Mass).
- Ushers are responsible for helping to clean the church after each mass. If everyone lends a hand, it shouldn't take more than ten minutes.
- APPROPRIATE DRESS IS APPRECIATED BY THE PARISH COMMUNITY.

This is a meaningful and fun ministry. It is a wonderful way to get to know your fellow parishioners by greeting them as they arrive for Mass. Feel free to recruit your friends to the ministry and thank you very much for your service to St. Joseph Parish.