

## USHERS/GREETERS' GUIDE

April 4, 2017

### General:

1. As Ushers and Greeters try to familiarize or know the parishioners, make eye contacts, welcome them and ask how they are doing and try to put names with faces. If you noticed a regularly attended parishioner that have not been at church please let the rectory know so that the front office can give them a call in case they are not well.
2. Reserve front pews of each section for the handicapped/disabled persons.
3. Ushers should know where empty seats are and escort parishioners to the empty seats.
4. If need help with collection ask Eucharistic Ministers and Lectors if they can lend a hand.
5. It is important to know the appropriate time to seat latecomers. It is a common practice to seat latecomers between readings, during responsorial Psalms, before Gospel reading and after Homily. However, make exceptions for elderly persons and mothers with babies. Be pastoral.
6. For some masses where you have limited resources, ask the sacristan to assist with lining up people bringing the gifts. Remind the folks who are bringing up the gifts to come to the back of the church at the beginning of Prayers of the Faithful.
7. Bread and wine with six to seven plates of unconsecrated hosts come first in the procession. Collection needs time to be taken up leisurely (after Easter we will implement the Diocesan guidelines for the collection - two ushers signing on the bag and brought up to the Altar during the singing of Holy, Holy, Holy). We show respect to the sacrificial giving of the people of God by placing the collection money in front of the altar.
8. At the distribution of Holy Communion ushers should go down the pews to assure an orderly flow and be particularly attentive to the needs of any disabled member of the congregation and let Eucharistic Minister know if any individuals need the Eucharist brought to them in their pews. At 9:30, 11:30 am and 7 pm Masses we need two ushers to direct the four front lines for Holy Communion.

9. Try to engage parishioners to participate with handing out song cards or bulletins. Recruit young children at the 9:30 mass and teenagers at the 11:30 mass.

10. Check sign-up binder to see who are bring in up the gifts – need three total, two for the Bread and Wine and one for the Prayer basket. If no one signed up then ask for volunteers – for the 9:30 get a family with younger children, for 11:30 look for a family with teenagers if possible. It is always good to see more parishioners participate in bringing up the gifts. Ushers can accompany them in the procession.

11. Make sure there are enough ushers to cover the collection – use the Ushers sign up diagram and ask ushers to sign in on this diagram – ideally there is one usher per area.

## **BEFORE MASS:**

1. All parking lots gates should be open (including the Parish Center parking lot across Lafayette)

2. Turn on all lights in Basilica. If you come early, go to the Sanctuary and say a prayer before begin.

3. Make sure song cards are at each door– assign an usher/greeter to be at each door if possible

4. Pick up and discard any old song cards from pews

5. Check Prayer basket, it should be at the back table

- Take out collection basket from cabinet. Put one basket on each back table (2) total. And 10 smaller collection baskets for ushers.
- Explain any changes or special collection to ushers.
- Encourage people who stand in the back or sides to find a seat if seating is available.
- At the 9:30, 11:30 and 7:00 pm mass have two ushers to be at the front to guide parishioners to the four (4) communion lines.

## **DURING MASS:**

1. Ask Father to remind parishioners to pick up pews after mass & remind parishioners to sign up for the gifts offering. People can bring up gifts for their special occasions such as birthdays and anniversaries.
2. During the readings and homilies encourage late comers to pause at the door until the reading end before get seated.
3. Remind Ushers to be proactive guiding the parishioners to available pews.
4. Have Ushers come to back of the church during the Prayer of the Faithful/Universal Prayer and distribute the small baskets to each usher before collection.
5. At this point the ushers should make their way up to the appointed area for collection.
6. The Altar Servers should line up about midway down the aisle in the back pew section. The head Sacristan or an assigned person should be directing the Altar Servers to go when the gifts are ready for the processions. No need to wait for the collection to be ready.
7. If there are people sitting up at the balcony, make sure someone go up there for collection.
8. Always have two ushers bring the collection baskets up to the Altar.
9. Put money in two to three or more plastic pouches and put down date and time on these pouches – put the pouches in the safe.
10. During communion remind assigned ushers to be up at the front to guide parishioners to the four communion lines there.
11. During the Concluding Rite announcements bring out the weekly Bulletin from the cabinet and have an usher take them to each door.

## **AFTER MASS:**

1. Assign one to two ushers at each door to distribute the Bulletin.
2. Pick up song cards from pews and straighten prayer cards and books.
3. Bring the Prayer Basket to the back table.
4. Put all collection baskets back into the cabinet.
5. Put 9:30 song cards into the cabinets – the Youth Mass at 11:30 has different song cards.