

GREETER/USHER GUIDELINES

1. As the Greeter/Usher, your role is to help keep things running smoothly and to assist with keeping distractions to a minimum for those who are praying. Frequently, you will be the first person that someone who is coming to Mass will see, so in many regards you will help to set the tone for them. With this in mind, one's attire should be at minimum "business casual" dress. For men, this would include a polo shirt or button-up shirt with trousers. For women, the same as given for men or their counterpart in dresses/skirts and blouses.
2. The first responsibility for the Greeter will be to make sure that all pertinent doors are unlocked and lights are on. Many times, the priest or deacon will be there beforehand, so this might have already been accomplished, but always check to be sure.
3. Next, they should be welcoming people to Mass, passing out anything that will assist them with praying during Mass, and answer any questions that people might have. Bulletins should not be passed out before Mass, unless the priest or deacon specifically asks for them to be distributed. Ordinarily, they should only be passed out after Mass is over. Before Mass begins, they should check to make sure that, if scheduled, the Extraordinary Minister of Holy Communion and Extraordinary Readers are present at Mass. If none are scheduled, they should either find one that is attending Mass, who is properly attired, and ask them to assist, or inform the priest or deacon. Additionally, they should choose a person or couple for the presentation of the gifts. Those chosen should also be appropriately dressed, following similar guidelines given for the Ushers. Also, double check to make sure that the gifts (the cruet of wine & the ciborium) are in the proper place before Mass begins. Finally, the ushers should be the ones to light the altar candles (usually all six on the altar. During the Easter Season, the Paschal Candle is also lit. During the months of May and October, the candles next to the statue of the Blessed Mother).
4. During Mass, they should help people that come in late to find seats, be attentive the Mass and notice if the priest or deacon needs assistance, and, should an emergency situation develop, assist and direct things as best as they are able. Should a person be having a health crisis, they should also be the person to call the necessary medical responders. In the event of an intruder or violent situation, they should be the first to call the authorities, provided it is safe to call.
5. Immediately after the Universal Prayers, the usher(s) should make sure that the baskets are passed out for the collection. Once the collection has been taken up, it should be placed in the bag in the sacristy and secured in the appropriate location. They should direct the person(s) that will present the gifts to the priest. This

includes instructing them in the way that this is done at St. Joseph's & Our Lady of Guadalupe. In any situation, they should remain standing at the front of the church until the priest goes to the altar. If the priest chooses to bless them, the usher should remind them to make the Sign of the Cross when receiving the blessing. Before turning away from the sanctuary, the person(s) should bow from the waist towards the altar.

6. At the end of Mass, the usher might be needed to assist with a second collection, so they should be prepared and attentive should the need arise. Otherwise, they should be passing out bulletins, securing the collection, and should extinguish the altar candles, using the candle snuffer so that wax isn't blown on to the altar.