

GOOD SHEPHERD USHERS/GREETERS

February, 2022

YOU leave the first impression for Good Shepherd.

Common Courtesies:

- SMILE☺
- Eye Contact
- Use names, if possible
- Wheel chair available in sacristy. Watch for help needed from their cars.
- If in a conversation with another greeter, it should end, so you can greet people as they come.

What am I expected to do?

- ✓ Call a replacement if you are unable to come when you are scheduled, or call the parish office if you are unable to serve when you are scheduled. You can call the office or put a note in the collection basket by the first week of the preceding month, if you know you will be unable to serve a certain week.
- ✓ Wear proper attire.
- ✓ Arrive 20-30 minutes before the Mass time. Turn on lights in entry way, and a couple lights in the front of the church if not done.
- ✓ Check if sidewalks need shoveling and/or ice melt in winter.
- ✓ Be attentive to the temperature. If it is very cold (or hot in summer), be sure to remind the pastor or a Buildings & Grounds committee member to check the thermostat when they arrive.
- ✓ Check to make sure long-handled collection baskets are under the back pew before Mass begins. Place the large basket on the table in back of church. Place plastic collection bag next to the large basket.
- ✓ Any one of the ushers should count the parishioners as they come and record the count at the end of Mass (sheet in sacristy). Everyone gets counted—including infants—and yourself!
- ✓ Be attentive to any particular duties for that weekend: If there is a second collection, if additional chairs are needed (like on Christmas Eve or Easter Sunday), etc.
- ✓ If the church begins to fill, ushers should escort people to a particular pew or motion to them where there is room for them to be seated.
- ✓ Ushers should remain in entrance a few minutes after Mass begins to watch for later comers. Then ushers can be seated on chairs along back wall of church.

Offertory Time:

- ✓ Take collection with long-handled baskets. Walk to front pew and bow (2 ushers on each side).
- ✓ Place all money from the baskets into the large basket. Two ushers should remain to bag and seal the money by that table (a visible location).
- ✓ One usher should carry the collection bag up the west side aisle (to avoid disrupting what is happening at the altar). Put on step near altar. (Sacristans will then place the bag in the depository after Mass.)

At End of Mass:

- ✓ Open inner set of doors
- ✓ At this time, parishioners are to take their own bulletins, etc. as they leave.
- ✓ Do a quick check to make sure pews and entrance are neat and tidy for the next Mass.