

Cathedral of St. John the Evangelist

POSITION: Usher/Greeter

RESPONSIBLE TO: Pastor, Rector, Parochial Vicar

COLLABORATES WITH: Clergy, Parish Staff

Time Commitment: 1-1 ½ hours when assigned to a Mass

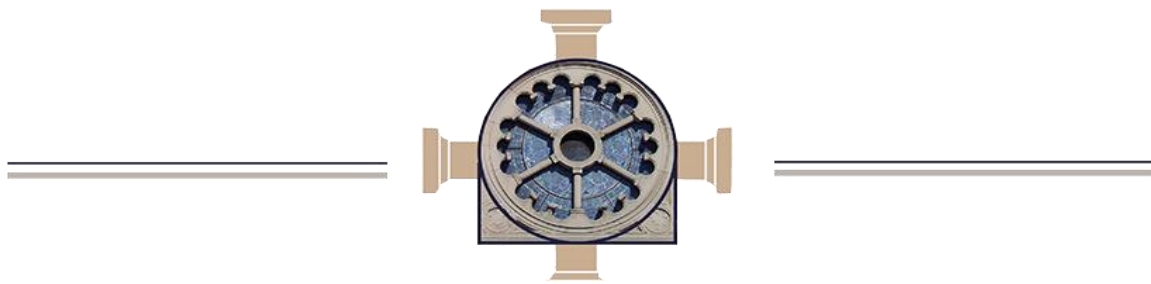
FUNCTION: The role of the usher/greeter is to offer a friendly, welcoming presence to those coming to worship, provide leadership during emergencies, and perform such tasks as taking up the collection, presenting the gifts, assisting parishioners during Communion, disseminating the church bulletin, and participating in cleaning the church after the Mass.

REQUIREMENTS:

- Must be at least 18 years old
- Must be a practicing Catholic who has received the Sacraments of Confirmation and Eucharist
- Should exemplify a Catholic Christian way of life
- Dress attire should be modest and professional.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Before Mass
 - Arrive at least 20 minutes before the scheduled Mass
 - Sign into the Ministry Pro Scheduler that you are present or filling in for an open spot
 - Wear your usher/greet name tag so that it is visible to all those coming to worship
 - Make a concerted effort to find different families to bring the gifts to the altar
 - Once the gift bearers are identified, they should come to the rear of the church when the collection begins so that they are ready to come forward with the gifts at the appropriate time
 - Greet those entering the church and provide bulletin
- During Mass
 - Directed latecomers to where seating is available
 - Collections
 - At the start of the Prayers of the Faithful, the ushers will gather at the back of the church to obtain a basket for the collections.
 - After the Prayers conclude, the ushers will proceed to their assigned areas and hand the basket to the first person in each pew. That individual will pass the basket down the row until it reaches the last person, who will then hand it to the person sitting behind them.
 - Once the passing of the basket is complete, one usher, accompanied by a second usher, will take the gifts to the sacristy for security.



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- It is important that there are always two unrelated individuals present when money is being handled.
 - Collected funds should be placed in a tamper-proof bag and then deposited into the drop safe.
- Communion
 - At the time of communion, ushers should stand by the first pew to release the parishioners once the clergy and Extraordinary Ministers are in place
 - Ushers should be last to receive communion and should notify the minister if there is someone who needs communion taken to them
- After Mass
 - Open doors to allow easy exit access
 - Walk through the pews to pick up any lost items and bulletins left behind
 - Close doors and return name tags to the sacristy