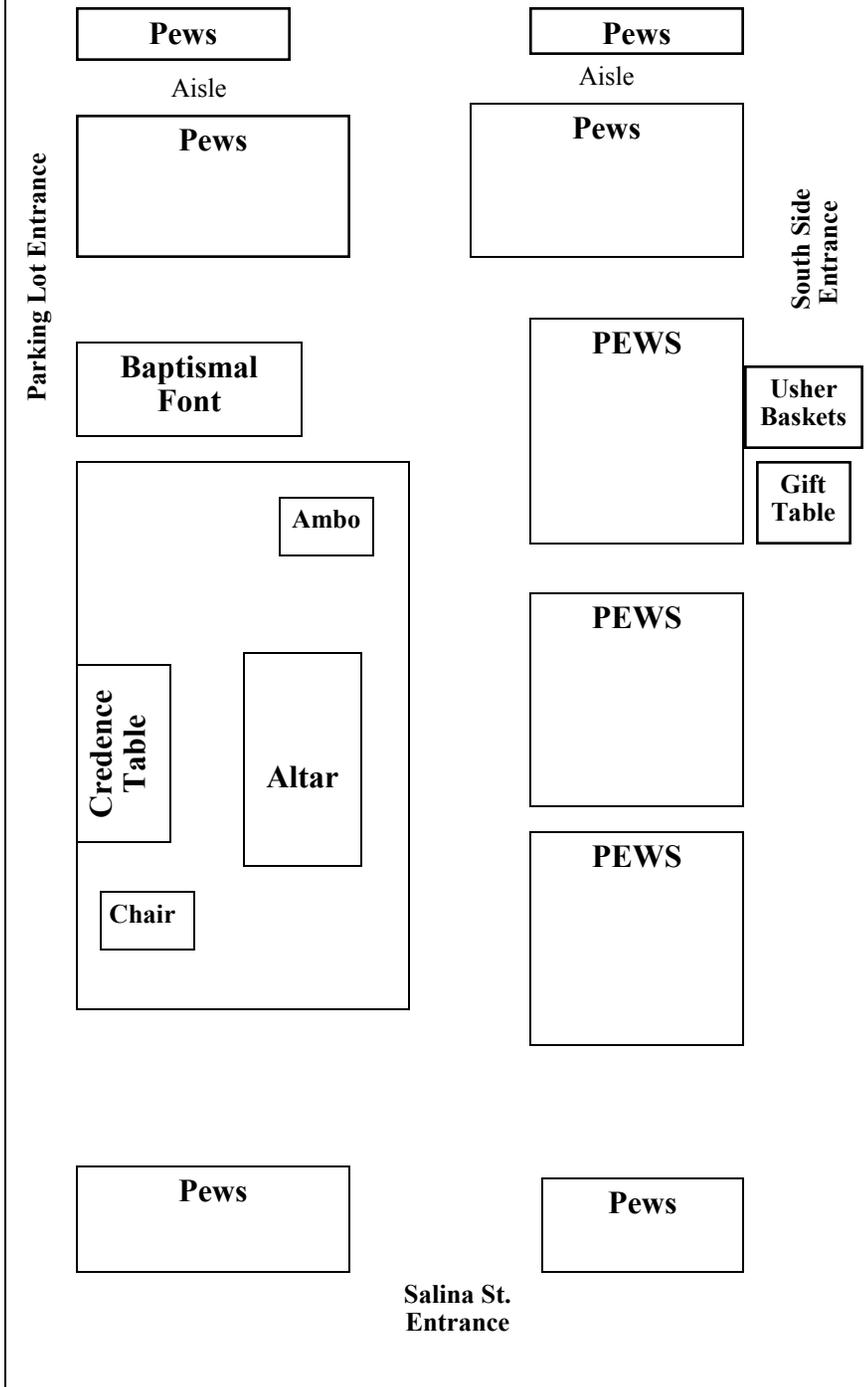


Diagram Eucharistic Chapel



St. James Church



Handbook for Greeters and Ushers

THEOLOGY

*"All guests who present themselves are to be welcomed as Christ, for He himself will say:
I was a stranger and you welcomed me."
Matthew 25:35*

The Ushers and Greeters welcome the members of the congregation as they gather for the Celebration of the Eucharist. They also help to maintain order over the congregation as well as the building facilities. Their role is one of important service to the Church.

PRACTICE

A Greeter or Usher Should:

- Be a Catholic in good standing with the Church and in the state of grace
- Dress appropriately for the dignity of the ministry and representative of the parish community
- Arrive 30 minutes prior to the start of Mass
- Always be attentive to guests, environment and sudden illnesses
- Be knowledgeable of the liturgy as well as the space in which it is celebrated
- Be available for special liturgies such as Confirmation, First Communion, Christmas, Easter, etc.

Coordinator

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PROCEDURES

Greeters:

- Set out the red *Worship* books at all entrances to be distributed as people arrive
- Remove the prior week's bulletins and replace them with current ones
- Warmly welcome all into the Church
- Be active participants during liturgy with the congregation when not performing duties
- Collect and return *Worship* books to shelves as people leave
- Distribute bulletins as people are leaving

Ushers:

- Be visible and helpful in escorting people to seats when needed
- Assure the pews are orderly, hymn books are in the proper position with spines outwards and kneelers are in the upright position
- Open or close windows
- Be active participants during liturgy with the congregation when not performing duties
- Proceed to the back of the church as the petitions are read to prepare for and take up the collection
- Secure the collection
- Respond to needs of anyone in distress or experiencing illness and provide any cleanup if necessary (familiarize where supplies are located)
- Attend to disruptions and attempt to rectify if possible or contact the appropriate person to handle a situation (i.e.: police, priest)
- Advise other ushers in advance, when you may be unavailable for a particular mass and secure a replacement prior to the start of mass