

Usher/Greeter Checklist

Before Mass begins:

- Unlock doors if needed and turn on lights.
- Read the Usher notes on the credenza for any important information.
- In inclement weather make sure walkway is clear and salted.
- Assist people walking in the door and help seat them as needed.
- If in the Parish Center, go to room 4 and make sure the chairs are set, TV is on and speaker is on for parents with small kids.
- Greet people as they enter, hand out books, count people in attendance for Mass.
- Make sure there is a Mass Coordinator present and working.
- Enlist 3 or 4 additional people to usher for the collection and Communion.
- Make sure candles are lit by Altar Servers.
- See if anyone will need assistance at Communion and make Ushers and Mass Coordinator aware of any special needs.

When Mass Starts:

- Keep counting people as they enter. When complete enter the final count into the black binder. Let the Mass Coordinator know the final count so the Mass Coordinator can adjust the number of hosts needed for the Mass.
- Help seat people as needed. Please do not seat people during the readings or the psalm – ask them to quietly wait and take their seats in between the readings.
- If CLOW is going on, let the teacher know as soon as the Profession of Faith starts that they have 5 minutes left.
- After the Profession of Faith, get baskets and stand in place for the collection at the back of the room during the Prayers of the Faithful.
- After the collections, send up the wine and hosts with whomever is bringing up the gifts.
- **Two** Ushers should take the collection, place it into plastic deposit bags and put in the safe.
- Line up for Communion before the Lamb of God, walk up, and guide congregation to Communion.
- After everyone has received Communion, Ushers can then receive Communion. If Usher is receiving the Precious Blood, take as large a sip as possible to assist the EM in finishing the cup.
- After the announcements, go the back and prepare to hand out bulletins and collect books.

After Mass:

- Make sure books are collected and put away and area is picked up.
- If last Mass, turn off lights and speakers and TV, make sure doors are locked.