Greeter/Usher Checklist

Before Mass

- All ushers/greeters should arrive at least 15/20 minutes before the service.
- Unlock the doors if needed and turn on the lights. In the Parish Center turn on the fans if needed.
- Check in with the Mass Coordinator (MC) who will assign you your station if not pre-assigned.
- Make sure there are 3 or 4 additional greeters/ushers present to assist in this ministry.
- Read the Mass notes on the credenza (Parish Center) or by the back of the Church for any important information for that service.
- In inclement weather make sure the walkway is clear and salted.
- If in the Parish Center, set up Room 4 for parents with small children: make sure tables are folded and placed on the side of the room, the chairs are set up to form aisles, the TV is on, and the volume control for Room 4 in the sound cabinet is set to the 10 o'clock position.
- All greeters/ushers: Greet the congregation as they enter by the door, hand out books, count parishioners, and assist in seating the parishioners as needed.
- If anyone needs assistance at Communion or during the service make sure that the greeters/ushers and Mass Coordinator are aware of any special needs.

During Mass

- When the Mass count is complete, enter the final count for that service into the binder.[i] Let the Mass Coordinator know the final count so the Mass Coordinator can adjust the number of hosts needed for that Mass.
- Help seat the congregation as needed. Do not seat people during the readings. Ask the parishioners to wait and take their seats after the readings.
- If there is Children's Liturgy of the Word (CLOW), let the CLOW minister know as soon as the Profession of Faith starts that they have 5 minutes left with the children.
- After the Profession of Faith, all greeters/ushers should have the collection baskets and be ready to start the collection.
- At the start of the Offertory hymn, the greeters/ushers should walk up the center aisle and bow together before starting the collection.
- In the Parish Center, the collection for both the center and side aisles take place in the side aisles – the center aisle should remain clear for the parishioners bringing up the Offertory gifts.
- The CLOW children should return to their seats during the collection. Make sure the children are not returning to their seats at the same time the Offertory gifts are being presented.

- Right after the collection, two non-related adult greeters/ushers should gather the collection, place it into plastic deposit bags labeled with the Mass time and the date, and put the bags into the safe. For the Church, place the purple bag that was used to carry the collection in the white Weekend Preparation box by the safe.
- Before the Lamb of God, walk up to the front of the aisle, bow, and then guide the congregation to Communion.
- After the parishioners have received Communion in your aisle, the greeter/usher receives Communion. If the greeter/usher is receiving the Precious Blood, take as large a sip as possible to assist the EM in consuming the Precious Blood.
- After the announcements, prepare to hand out bulletins and collect books.

After Mass

- Hand out parish bulletins to the congregation.
- In the Parish Center, make sure books are collected and put away in the cart. Make sure all books are neatly stacked. Carry any excess books that are on the bookstand by the aisle door back to the cart. Make sure the books on the aisle bookstand are neatly stacked.
- Check the seats/pews. Remove all books, trash, etc.
- If that service is the last Mass, turn off all the lights, the sound system and TV, and make sure that all doors are locked.

[i] In the Parish Center the attendance binder is located in the credenza. In the Church it is located in the wood cabinet at the end of the pews.