

## **USHER/GREETER**

Greet arriving parishioners and visitors at each door to the church, making them feel welcome in our faith community. Ring the bell 5 minutes prior to Mass. They will seat worshipers as needed, collect offerings, care for any need that may occur, be mindful of the situations around them at all times, and straighten the pews after Mass. Ushers also assist the Sacristan on duty with putting the Mass collection in a tamper proof bag.

Time Required: 30 minutes before Mass and 10 to 15 minutes after Mass. Training provided if needed.

## **USHER/GREETER RESPONSIBILITIES DURING COVID**

Arrive 25 to 30 minutes early to church. Open the front doors and side door of the church so they remain open. The side door has a switch that can be set for the door to remain open. Help show parishioners to open seats. At this time parishioners will be allowed to sit in every other pew. Pews will be taped off. Households are allowed to sit together and encourage 6 foot distance between other households.

Ring the bell (21 pulls of the rope) 5 minutes before Mass begins.

When Fr. John begins Mass set the switch to close the side door and close the front entrance doors.

The collection will not be taken up as we have done in the past, instead parishioners should be asked to place their donation in the baskets at the front (2) or the back (2) of church. Offertory gifts will not be taken up to Father.

Ushers will not be sitting where they have in the past. Usher chairs have been set up behind both sides to the pews. Hopefully in the place they have been set you will have view of those coming in the front doors of the church and good view of the church to notice if there is any aid needed during the service.

At the end of Mass there is no procession (there is no procession before Mass either). At the end of Mass (right before the closing prayer) one of the ushers needs to go to the side door of church to set the door to remain open after the closing prayer. The other usher will open the doors to the front of church, after the closing prayer, for parishioners to leave without having to open anything. One usher should help the sacristan with gathering the collection baskets and place the collection in a tamper evident proof bag (the usher and sacristan should initial the bag).

We need the ushers to help encourage parishioners to leave the church and parish center and not congregate/visit in the parish buildings. We need to encourage social distancing visiting outside the church, though we will not be policing the outdoors, we are responsible enough to know better.

Changes and additions to duties asked of the ushers will more than likely come in the future as we navigate this time of uncertainty. And as we develop protocol for times of medical and /or threatening emergencies. Thank you for your service to our parish.

