

MAY 2018 USHER/GREETER SCHEDULE

Sat 5:30 p.m. Team	05/06	05/13	05/20	05/27
Delima, Derrick	X	Usher	Usher	X
Feiler, Patrick	Usher	X	Lead Usher	X
Lakey, Randy	Lead Usher	X	Usher	X
Gramman, Scott & Tori	Ushers	X	X	Lead Usher & Usher
Udowski, Rich	X	Usher	Usher	X
Washburn, Kathy & Stephen	X	Lead Usher & Usher	X	Ushers
Sun 8:30 a.m. Team	05/06	05/13	05/20	05/27
Anderson, Jim	X	Lead Usher	Usher	X
Anderson, Linda	X	Usher	Lead Usher	X
Hahn, Greg & Libby	Lead Usher & Usher	Ushers	X	Ushers
Koenig, Vicki & Mike	Ushers	X	Ushers	Lead Usher & Usher
Sun 10:30 a.m. – Team	05/06	05/13	05/20	05/27
Cady, Barb	X	Usher	Lead Usher	X
Helman, Amanda	Usher	Usher	X	Lead Usher
Nytes, Jackie & O'Brien, Michael	Ushers	X	Ushers	Ushers
Sommer, Steve	Lead Usher	Usher	X	X
Whitfield, Justin	X	Lead Usher	Usher	Usher
Sun 5:30 p.m. Team	05/06	05/13	05/20	05/27
Caparo, Kathy	Lead Usher	Usher	Usher	Usher
Corbitto, Martin	Usher	Lead Usher	Usher	Usher
Jaimet, Michael	Usher	Usher	Lead Usher	Usher
Randle, Desiree	Usher	Usher	Usher	Lead Usher

General Info

- Dress code is “business casual” for most Sundays, “business” for Christmas and Easter. No jeans or tennis shoes.

If you are the Lead for the Mass, please:

- Arrive 30 minutes early and greet Fr. Guy so he knows you're the lead
- Assign scheduled greeters/ushers – center aisle, door near church parking lot, near south door
- Direct families with crying children to the Cry Room
- Sit near the back of the church so you can observe and help as needed
- Choose family to bring sacraments forward; the family should go up the aisle towards Fr. Guy when the collectors pass the middle section of the church. For the 10:30 a.m. Mass, remember to include the empty collection basket.
- Secure volunteers for taking up the collection, preferably other ushers. (There is no dress code for collectors who are not ushers/greeters.) Plus, if an usher is still collecting when all the others have finished, someone should help that usher finish his row so things keep moving.
- Take up collection and secure it; 10:30 am Mass - give collection to counters; all other Masses – put in special bag with Mass date and deposit in safe after Mass
- As Fr. Guy gives the final blessing, open the inside middle doors and the outside middle doors so Fr. Guy does not have to.

General roles and responsibilities include:

- Welcome and greet guests; arrive 15 minutes before Mass begins and check your name off the schedule on the bulletin board in the sacristy; introduce yourself to the Lead Greeter/Usher
- Hand out church bulletins after Mass
- Identify and welcome visitors in a special way, as appropriate
- Provide assistance as necessary to sick or infirm; help people find a seat; encourage the handicapped to sit near the front of church
- Help maintain a prayerful environment
- Stay till the sacristy is locked up, usually about 15 minutes after Mass; do not leave anyone alone in church

- Clean up church after Mass: return kneelers to up position; return worship books to stands; return church bulletins; throw away trash; check restrooms
- Carry your cell phone but keep on silent; call 911 if you identify a strange person or situation
- Scatter salt on steps in inclement weather
- Find a sub if you cannot serve at scheduled time