

Greeters and Ushers

Dress appropriately.

Remember that you represent the parish.

Make sure the collection baskets, bulletins and any other handouts are in the proper places before Mass.

Greet people with friendliness and warmth, but without being too intrusive.

Smile.

Welcome everyone you can, not just those you already know and not just the most outgoing.

Attend to newcomers, if you recognize them. Introduce yourself and welcome them to the parish.

Gently offer assistance to anyone who appears to need it - elderly persons, persons with health issues or adults with small children.

Be courteous at all times.

Lead people down the aisle to a row with vacant seats, especially if seating get sparse.

Try to anticipate people's needs and questions. For example, if a person seems to be looking for something ask, "May I help you?" Offer a glass of water to a person who can't stop coughing. Or hold the door open for a parent pushing a stroller or whose hands are full.

Take up the collection discreetly, not taking any note of who puts in what.

Help keep order at Communion.

Pick up litter or any personal items accidentally left behind after most of the people have gone, without disturbing those still praying.

Remain open to new ideas and keep looking for ways to perform your ministry more graciously and effectively.

Be alert to **emergencies** and follow parish policy regarding: a person who faints or leaves early looking ill or someone who appears to be stealing or creating a threatening situation.