

DIOCESE OF CHARLOTTETOWN
Liturgical Hospitality: Greeters & Ushers

Overview

Under the direction of the Liturgical Committee, greeters and ushers serve the Liturgy by helping to establish a climate of welcome, helpfulness and order among those gathered. They assist the assembly with practical details so that Liturgy can be celebrated with ease and grace.

Activities/Responsibilities

- Ensures that the Church is presentable and welcoming.
- Arrives early with appropriate attire and wears name tag if required by the parish.
- Welcomes people as they arrive, attentive to newcomers, visitors, children, the elderly and persons with particular needs.
- Offers information or assistance regarding the parish, the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements.
- Helps the assembly by handing out bulletins, receiving collections and seating late arrivals and persons with disabilities.
- If applicable, ensures that a family/group has been designated to present gifts.
- If applicable, assists in the movement of the assembly during Holy Communion.
- Carries the collection up when gifts are being presented.
- Assists with the departure of the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.

Skills, Experience and Personal Qualities

- Registered and in good standing with the Church, Pastor and community.
- Must be able to work with others as a team.
- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Has a friendly, helpful and respectful attitude towards people.
- Is comfortable with accountability, sensitive to the observance of proper boundaries and can maintain confidentiality.

Screening Recommendations

This is a General risk position, needing completion of a Volunteer Information Form.

This ministry position description generally reflects the Ministry of Liturgical Hospitality: Greeters & Ushers currently practised at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date