



Archdiocese of Regina

LITURGICAL HOSPITALITY GREETERS & USHERS

Overview

Under the direction of the Liturgical Hospitality Coordinator, the Liturgical Hospitality Greeters & 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 the Liturgy and Sacred Rites can be celebrated with ease and grace.

Activities/Responsibilities

- Ensures that the Church is presentable and welcoming.
- Arrives early with appropriate attire, and wears a nametag.
- Welcomes parishioners as they arrive, being attentive to newcomers, children, the elderly and those with special 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 hymnals, receiving collections and seating late arrivals and persons with disabilities.
- Responds appropriately to particular needs or emergencies within the assembly.
- In cases of emergency, knows contacts and/or procedures.
- Has access to the First Aid Kit
- 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.
- Participates fully in the Liturgy as an exemplary member of the assembly.
- Carries out other functions as requested by the Pastor and/or Pastoral Team.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

Skills, Experience, and Qualifications

- Is known in the parish community, participates in parish life and is of good character.
- Has the ability to work with others as a team.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity.

Orientation and Training

- Standard parish orientation program and training provided by the Liturgical Hospitality Coordinator.

Participant Group

- Other Liturgical Hospitality Greeters & Ushers, and the parish community.

Support, Supervision, and Evaluation

- The Liturgical Hospitality Coordinator is the first level of support, supervision and evaluation.

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will develop collaboration and team working skills.
- This is a volunteer position requiring a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security position
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.

This ministry position description accurately reflects the Ministry of Liturgical Hospitality Greeters & Ushers currently practiced at

_____ **Parish.**
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate _____ Date _____

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

