



Ministry Position: Liturgical Hospitality: Greeters and Ushers

Date Last Reviewed: July 2019

◆ Position 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

- Ensure that the Church is presentable and welcoming
- Arrive early with appropriate attire and nametag
- Welcome parishioners as they arrive, being attentive to newcomers, children, the elderly and those with special needs
- Offer information or assistance regarding the parish, the Liturgy, the facilities, parish registration procedures, location of restrooms, special events and seating arrangements
- Help the assembly by handing out hymnals, receiving collections and seating late arrivals and persons with disabilities
- Ensure that a family/group has been designated to present gifts
- Respond appropriately to particular needs or emergencies within the assembly
- Assist in the movement of the assembly during Holy Communion
- Carry the collection up (in pairs) when gifts are being presented and ensures its security
- Assist with the departure of the assembly
- Participate fully in the Liturgy as an exemplary member of the assembly
- Carry 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:
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◆ Skills, Experience and Qualifications

- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Has the ability to work with others as a team

◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic
- Able to communicate well with others
- Able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and non-threatening attitude when working with people
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity

◆ Screening Requirements

This is a High Risk Position

Note: This position can be General Risk if:

- NO minors under 18 or other vulnerable community members participate
- Volunteers DO NOT handle money
- Volunteers DO NOT have access to parish keys or other parish assets

An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ Orientation and Training



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Standard parish orientation program, including AODA training, and training provided by the Liturgical Hospitality Coordinator as supported by the Office of Formation for Discipleship. Training in Basic CPR and First Aid is very important

◆ **Participant Group**

Other Liturgical Hospitality: Greeters & Ushers, the parish community.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

One-year term with the ability to renew (*High Risk)

_____ year term with the ability to renew (General Risk)

◆ **Benefits and Working Conditions**

- Will develop collaboration and team working skills
- Will directly contribute to the social well-being of the parish community
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Liturgical Hospitality: Greeters and Ushers** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

Parish Volunteer Screening Coordinator's Signature

COORDINATOR NAME

Date



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Prepared by: Archdiocese of Toronto, Volunteer Screening Department