



# Martha Ministry

## Greeter/Usher/Lector

**Position Title:** Greeter/Usher/Lector

**Reports to:** David Suddjian/Julie Hecker

**Volunteers:** Exclusive to young women, age 11-18

**Scheduled shift:** Every 2<sup>nd</sup> Sunday, even months for 5pm Mass; odd months for 9:30am Mass (2 hours) (More Masses may be added as girls enroll)

**Length of Commitment:** 1 year (can continue every year from 5<sup>th</sup> grade to 12<sup>th</sup> grade)

**Location:** Church

**Overview:** This ministry is for young ladies interested in growing in love and knowledge of the Lord while serving at His table during the Liturgy in both word and deed. This ministry will help you: learn the liturgy by greeting the Parish community.

**Position duties:** (Greeters and Ushers)

- Greet parishioners as they arrive for Mass
- Open/close doors as needed before/during Mass
- Take up collection during the Offertory
- Give collection baskets to adult leaders
- Aid with Communion lines
- Distribute bulletins after Mass
- Clean/straighten pews when assembly has left

(Lectors)

- Prepare for reading one week before date
- Review reading on the day of and place lectionary on ambo
- Proclaim reading

**Details of Position:**

- Greeters/ushers meet in the marked volunteer room behind the west hallway.
- Lockers and coat racks are available for personal items.

- Usher supplies, offering baskets, envelopes, umbrellas, first aid kit etc., are located in the marked closet on the north side of the volunteer room.
- Young ladies are asked to wear appropriate attire for Mass.
- Volunteers should report for their shift at least 30 minutes before Mass starts.
- Volunteers are expected to represent the church in a positive way and demonstrate **good customer service skills** by being polite, patient, encouraging and engaging with the congregation and visitors.
- If an usher has a problem with a visitor or congregant, they should contact the adult leader or Liturgist for assistance.