

St. Joseph Funeral Ushers Ministry Guidelines November, 2014

Dear Usher,

Thank you very much for taking up this ministry. Your presence and assistance at funerals will go a long way toward showing compassion and sympathy toward those who are in mourning. Here are a list of some of the duties of funeral greeters:

1. Greet and welcome those who arrive, particularly if they arrive before the casket and close family have arrived. If there are 2 ushers, one should stand right at the front (Pearl Road side) entrance, as many visitors assume that is the main entrance.
2. Reserve a few pews in the front right section for the close family, and put kleenex boxes at the ends of those pews. The funeral directors themselves usually seat the people.
3. Many visitors need direction to locate the bathrooms. Also, they may need some direction at the conclusion of Mass to find the HFC if there is a reception, etc.
4. If there is a prayer card for the deceased, they can be placed on the podium in the vestibule. A podium is kept in the table-and-chair closet near HFC 1.
5. If the family or funeral home brings flowers to place in the sanctuary, make sure they have something underneath them, otherwise they will leak water onto the hardwood and stain it. The family is responsible for bringing their own tables to place flowers on.
6. In case there is a new funeral director present that does not know our customs, keep these 2 things in mind to explain to them:
 - a. the casket is kept in the vestibule until the entrance procession. It is not moved into the Church.
 - b. If there are cremated remains, they are put on a table in the front near the altar, and the entrance procession will go from the sacristy directly to the cremains.
7. In the case that there is a worship aid, hand them out at the door and collect them afterward.
8. Be aware that sometimes the casket is brought a half hour before for the family to have some time with the deceased.