

# Liturgical Ministry Guidelines and Procedures

## St. Rose Catholic Church

### MINISTRY OF HOSPITALITY (Greeters and Usher)

#### I Background Information from documents of the Catholic Church

*St. Paul instructed the assembled community to “welcome one another as Christ has welcomed you, to the glory of God” (Rom. 15:7)...the people are coming as invited guests of the Lord himself, to share in his supper as sisters and brothers. (Introduction to the Order of Mass #23)*

*Hospitality is a vital element in creating a sense of community for worship. A person who feels welcomed and valued is much more likely to enter wholeheartedly into the celebration of the liturgy, giving thanks to God for the love that God pours out on us.” (Rev. Lawrence Mick)*

#### II Is there a difference between “Greeters” and “Ushers”?

Ushering was one of the few roles open to lay people before Vatican II. For many years, ushers helped parishioners find seats in church, took up the offering, dealt with emergencies and handed out bulletins. The liturgical renewal that followed the Council identified the importance of creating a welcoming atmosphere at the entrances of the church.

In some parishes, the ushers adapted to this new understanding of their role. In other parishes, a separate group of ministers was created specifically to welcome people, not merely as a “social courtesy” but as members of the body of Christ. In reality, however, all members of the Assembly are responsible for creating a climate of welcome.

#### III Why is Hospitality so important?

Christian hospitality is centered in Christ. It is an expression of reverence for the presence of Christ in each member of the assembly; it is rooted in the sacrament of baptism. True hospitality draws us together and opens us up to participate in the liturgy. An ancient Christian saying expresses it this way: “When a guest comes, Christ comes.”



## IV Practical Considerations

### A. Check-in (coming soon...)

All liturgical ministers are to sign in at the Liturgical Ministry area in the gathering space 15 minutes before mass begins. Parish Director/Pastoral Associate will assign the “Head Usher” for that mass.

### B. Prayer before Mass

All liturgical ministers will gather in front of the sacristy 10 minutes before mass begins with the presider, servers, and parish director or pastoral associate to pray together.

### C. Before Mass

- + Please check in with parish director/pastoral associate for any special instructions.
- + **Label plastic bag for offering and leave in Kitchen.**
- + **Station yourself inside the church so that you may assist individuals.**
- + **Walk with those who have walkers, canes, etc. directly to their chair.**
- + Find individuals/family to bring up the gifts.

### D. During Mass

- + Actively participate in the liturgy.
- + Assist late comers with seating.

#### Offering

- + **Take up the collection. Place the offering directly in to basket—NOT PLASTIC BAG—for the procession of gifts to the altar.**
- + Assist/direct communion procession.
- + Take up second offering if needed.

### E. After Mass

- + **The Head usher will immediately take the offering, find a partner, and place it in the plastic bag located in the kitchen, seal it, and put in safe.**
- + **Check for candle money by the votive candles. Place money in paper envelope, label it, and put in safe.**
- + Distribute bulletins.
- + Go thru the church/pews and make sure the books are in order and clean up any trash, etc.
- + Lock both of the Church exits.

### F. Emergency Procedures

- + Phone with an outside line is in the sacristy in the gathering space.
- + Fire extinguisher located in south hallway. First Aid kit is located in kitchen. Defibrillator is located on the wall by the restrooms.

## V Substitutes

It is important for the Community that you minister on the dates that you are scheduled. If you cannot minister when you are scheduled, you are responsible for finding a substitute. A list of ushers is included with your schedule.