

Minister of Hospitality-Usher

As Ministers of Hospitality, you will be cultivating a welcoming attitude and learning how to discern the needs of the people you welcome. *Ministers of Hospitality-Ushers welcome our parishioners and guests; open and close glass Sanctuary doors for all; assist those with special needs; gather the collection; place bulletins on tables; answer questions; help with emergency situations; and direct the orderly flow of people during special Feast days.*



Looking up, Abraham saw three men standing nearby. When he saw them, he ran from the entrance of the tent to greet them; and bowing to the ground, he said: “Sir, if I may ask you this favor, please do not go on past your servant. Let some water be brought, that you may bathe your feet, and then rest yourselves under the tree. Now that you have come this close to your servant, let me bring you a little food, that you may refresh yourselves; and afterward you may go on your way.”

Gen. 18:2-5

Guidelines

- Please arrive 25-30 minutes before Mass
- Allow some time to engage in prayer beforehand

Prayer of Preparation

Heavenly Father, you sent your Son as a model for hospitality and ministry. May I have the courage to walk in his ways and serve your people. Prepare my heart to love all who come through the door today. Give me eyes to see their needs and their gifts, and grace to respond wisely to each situation. I ask this in Jesus' name. Amen.

Before Mass:

- Make sure we have three ushers; find subs as needed. If needed, ask members of the assembly for help.
- Choose your stations and sign in to indicate where you will be serving.
- Pick up and put on your name tag by the sign in at the coat rack area.
- Smile! Welcome our parishioners and guests the way that Jesus welcomed all. Open and close the glass doors (Sanctuary) for them. Two ushers can do the two main doors. The third usher can ask those who have difficulty walking, if they would like to have Communion brought to them. The question to ask is: “**Would you like to have Communion brought to you?**” Observe where they sit and mark it on the diagram. If you are not going to be directing the Extended Ministers and someone asks you to have Communion brought to them, please communicate any information to that usher, so no one will miss out on Communion. Do not forget to ask the nursery if they would like Communion brought to them.
- If you are able, please consider going outside to help people at curbside. This is especially helpful in the winter.
- Assist the assembly in seating:
 - Do not hesitate to politely ask people to move towards the center of the pews if Mass is crowded and space is limited.
 - Be sympathetic to the needs of the elderly and to parents with small children needing to exit quickly.
 - Encourage those using walkers or wheelchairs to use pew cuts.
- Monitor the Gift Bearers sign up. Ask three people or a family to bring up the gifts if no one has signed up. Try to find different families or people each week. Nick is working on this ministry so stay tuned!
- Just before Mass begins, check your section for availability; return to Gathering Area and invite people to be seated.
- Once the announcements are finished and the Gathering Song is announced, please invite those still entering the Gathering Area to either **wait until the Presider has cleared the font AREA** or to **enter through the side door behind the glass**.
- Please keep the glass doors closed during the liturgy all year.
- Notify the Sacristan if there is anyone who needs Communion brought to them or if there is no one in need.
- Participate fully and consciously in the liturgy; you may go to your seats but please remain alert to the needs of the assembly.

During Mass:

- Encourage people to continue to enter the Sanctuary and direct them to find seating.
- Presentation of Gifts (Please go to the entrance of the church when the Presider invites us to stand for the Intercessions)
 - *If the Mass has Children's Liturgy of the Word, one or both ushers go to the DAY CHAPEL and open that door to let the teachers know it is time to return to Mass. The ushers open the glass doors to let the children in from the Gathering Area just before the ushers start down the aisle for the collection.*
 - Gather collection baskets and then together walk to the altar. Move to your aisle.
 - Smile as baskets are started at the 1st pew and the 7th pew of the three aisles used for communion. The 7th row has a small gold button on the edge to help you identify that row. The two end sections (A and F) receive one basket. All other sections receive two.
 - Return all collection baskets to the location of the gifts table. Place everything in the large collection basket.
 - Assist Gift Bearers to present the collection basket and the gifts of bread and wine. Since the vessels are quite heavy, do not allow small children to carry them. The pitcher with the wine should be carried with one hand on the bottom and the handle facing toward the Presider. (Two children can carry the basket). Wait for the Presider to come to the center in front of the altar before sending the Gift Bearers down the aisle.
 - Place bulletins on the tables.
 - Monitor the Fire Lane and place a notice on any cars blocking the Fire Lane or parking illegally in Handicapped Spaces.
 - Ushers may return to their seats; however, please remain alert to the needs of the assembly.

Communion:

- One usher will walk to the Communion aisle between Sections A & B during the Lamb of God with the diagram of those who need Communion brought to them. Then, when the Extended Ministers have received Communion and turn around, this usher will guide them to those who are unable to process to the altar. The goal is to distribute Communion to those in the front areas first and then proceed to the seats in the back, thus eliminating a lot of congestion with the Communion lines. Please wait for the Extended Ministers to finish distributing both the Body and Precious Blood (as applicable) to each person before proceeding to the next person.

After Mass:

- Open the glass doors when the final blessing is given (not at Communion).
- Determine who will put away the collection. Two ushers (one must be 18 years old or older) will need to go to the altar after the last song is finished. Then they will proceed to the sacristy with the basket and place the money in the plastic bag and in the safe. After these two ushers are finished with the collection, they can assist the remaining usher who is checking the Sanctuary for misplaced papers, items, and bulletins.
- Tidy up the sanctuary after Mass.
 - Pick up papers and place songbooks in pocket.
 - If you find items, please leave them where you find them and inform the liturgy coordinator or sacristan. Most people will not go far without their car keys, coats, gloves, etc...

Other: Emergency Situations

- Familiarize yourself with the building in order to assist the assembly with location and general information of rooms and help with emergencies.
- Phone: located next to the window facing west outside the Fellowship Hall.
- First Aid Kit: located in Vesting Room, Sacristy, and Fellowship Hall.
- Pillow and blanket: located in the vesting room on the lower left hand shelves of the cabinets.
- If 911 has been called:
 - Please direct the response team to the location of the emergency.
 - Remain available until emergency has been resolved and crew has left.
- Fire Alarm: located in the entry way.