

Hospitality Ministry

Ushers & Greeters

Hospitality ministers are the welcoming faces of the liturgy. In addition to greeting people as they arrive, and preparing the church environment for the liturgy, they are also involved throughout the mass. Hospitality ministers assure that the liturgy itself will flow smoothly and prayerfully by preparing the church for the celebration of the Eucharist, greeting the assembly and ensuring the ordering flow of activities during the Mass.

- Please ensure that you dress appropriately when serving in this ministry, showing reverence and respect for the service to which God has called you. Tattered jeans, t-shirts, shorts, halter tops, mini-shirts or other revealing attire are **never** appropriate. Neat and clean slacks and shirts (or slacks, blouses, pantsuits for the ladies) are the most appropriate. Remember you play a significant role in making a good "first impression" to those who enter our Church.
- Arriving at least 30 minutes prior to Mass, you will be responsible for preparing the Church for the celebration – turning on lights, air conditioner, etc.
- You will hold open the door for parishioners as they arrive at the church and offer them a friendly greeting and welcome.
- The inside doors to the sanctuary should be kept closed to reduce the noise level inside of the church so that parishioners may pray quietly before the Mass.
- If you observe anyone chewing gum or eating as they enter, politely ask them to discard the gum or food in the trash can before entering.
- Invite 2 - 3 parishioners from the congregation to carry the gifts to the altar at the proper time. The two people selected will bring up the bread and wine. A third parishioner (or one of the hospitality ministers) may carry the monetary offering. Instruct them that they should proceed to the Offertory table near the entrance of the Church during the offertory / collection, and wait for the Hospitality Ministers.
- As the church becomes crowded, assist parishioners in finding a seat. Frequently seats toward the front of the church will be available, or they can be directed upstairs to the balcony.
- Once Father and the altar servers make their way to the back of the church prior to the start of the Mass, you may prop open the inside doors to the sanctuary to facilitate the orderly flow of the entrance procession. Once all have processed into the church, the doors should once again be closed.
- During the reading of Holy Scripture, keep the doors closed and ask parishioners to wait in the entryway until after the reading of the Gospel, at which time they may enter the church and be seated. Assist them in finding seats in the least distracting manner possible.
- During the offertory, you will pass the baskets for the collection, starting two baskets at the front of the church and two at the mid-point of the church. You should discretely keep your eyes on the baskets as they are passed.

- Consolidate the contents from all of the smaller baskets into the large basket, which will be taken to the altar.
- Direct parishioners who will take the gifts to the altar as to the proper time to do so.
- At the time for communion (after the priest has taken communion), make your way to the front of the church and facilitate the orderly flow of parishioners proceeding to the altar to receive communion. (You will bring up the end of the line and receive communion *after* all of the other parishioners.)
- Help to identify parishioners who are unable to walk to the altar and need to have communion brought to them in the pews.
- After communion, when Jesus has been returned to the tabernacle, and the priest is seated, the Reader will come up and lead the congregation in a prayer. After the prayer, the Reader will begin the announcements - this is the point at which you are to proceed to take up any second collection which may be scheduled (the list of second collections is posted on the inside door of the closet in the entryway). Carry this collection to the altar, and be sure it is kept separate from the first collection.
- After Mass, prop open the doors. One Hospitality Minister may hand out bulletins as parishioners leave the church. You may also set bulletins on the small table and place it where parishioners may pick one up as they exit the church. (Do not neglect other duties in order to hand out bulletins.)
- After the Mass, a hospitality minister should *immediately* take the collection monies to the sacristy and place it in the bags (remember to keep second collections separate and include a note or label to identify the second collection). Place the pouches in the designated location, or hand them directly to Father George. Return the collection baskets to the closet in the entryway to the church.
- Straighten up the worship space, ensuring that all trash is picked up and that missals and hymnals are properly stored.
- Ensure that lights, fans, air conditioning and amplifier are turned off before you leave.
- **Remember: YOU are the first face to be encountered as people arrive for the liturgy. SMILE. BE HOSPITABLE. Welcome each person as if Christ himself was walking in the door!**