

**“The LITURGY is the SUMMIT towards which
the activity of the Church is directed;
at the same time it is the
FONT from which all power flows.”**

Constitution on the Sacred Liturgy - Documents of Vatican II

We are called to serve one another as members of the parish community. We are challenged by the example of Jesus to reach out in loving service to others, offering hospitality and welcome to the community at large. Strengthened by our prayer together, we are empowered to make our faith present in our daily lives.

Guidelines for Ministers of Hospitality

REQUIREMENTS

The ministry of hospitality is crucial because it is so visible in the Church. Certainly the attitude, conduct and even the appearance of the minister of hospitality directly affects, either positively or negatively, the experience of the faithful at Mass.

Those who desire to serve as minister of hospitality should be active and faithful members of the Church. They should be of godly character and reputation. Respect for others, discretion and appropriate decorum are the hallmarks of a minister of hospitality. Above all, ministers should be noted for their care to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age.

Furthermore, the minister should be comfortable meeting and greeting others. They must always extend a sense of welcome to others and make them feel at home. Such qualities are a blessing, especially to the stranger in our midst.

BEFORE THE LITURGY – Greeters and Ushers

Because you are primarily ministers of Hospitality, please arrive 10-15 minutes early both to greet people in the name of the parish and hand out bulletins. Make an effort to help people feel welcomed. SMILE and SAY HELLO.

Ministers of hospitality should be at each of the entrances of the church. They should avoid congregating in only one area of the church, as well as speaking with their fellow ministers to the exclusion of those who are gathering for the liturgy.

Assist with the seating of the assembly before the liturgy begins if needed.

DURING THE LITURGY – Greeters and Ushers

Ministers of hospitality are part of the worshipping community. As such, they are to participate fully in the music, responses, and prayers of the liturgy. At times, however, the special duties of the minister may limit his or her ability to participate. Yet, every effort

should be made by the ministers of hospitality to be models of participation in the worship of the Church.

During the liturgy, ushers specifically should assist with the following:

- The seating of latecomers, with as much haste and as little disturbance as possible, at the conclusion of the Opening Prayer or at the conclusion of the First Reading or Responsorial Psalm.
- Collect the offerings of the people. Both the faithful and the offerings are to be treated with utmost dignity and reverence. The faithful should be given adequate time to deposit their gifts during the collection.
- Appoint and assist those who will be taking up the gifts in the procession for the Preparation of the Gifts.
- Direct the communion procession in an orderly manner.
- Be aware of the placement of first aid supplies and an emergency telephone if the need should arise. Consider taking a course on basic first aid or CPR.

AFTER THE LITURGY - Ushers

Once Mass is over, retrieve any materials from the chairs. Also, pick up and dispose of any trash in the chairs or on the floor.

Please be available to assist in preparing the worship space for the next liturgy if needed, making sure it is well organized and inviting.

Please be aware that greeters, ushers and other liturgical ministers set an example for the assembly. Appropriate dress is required for ministers who wish to convey the importance of giving God our "Sunday Best".