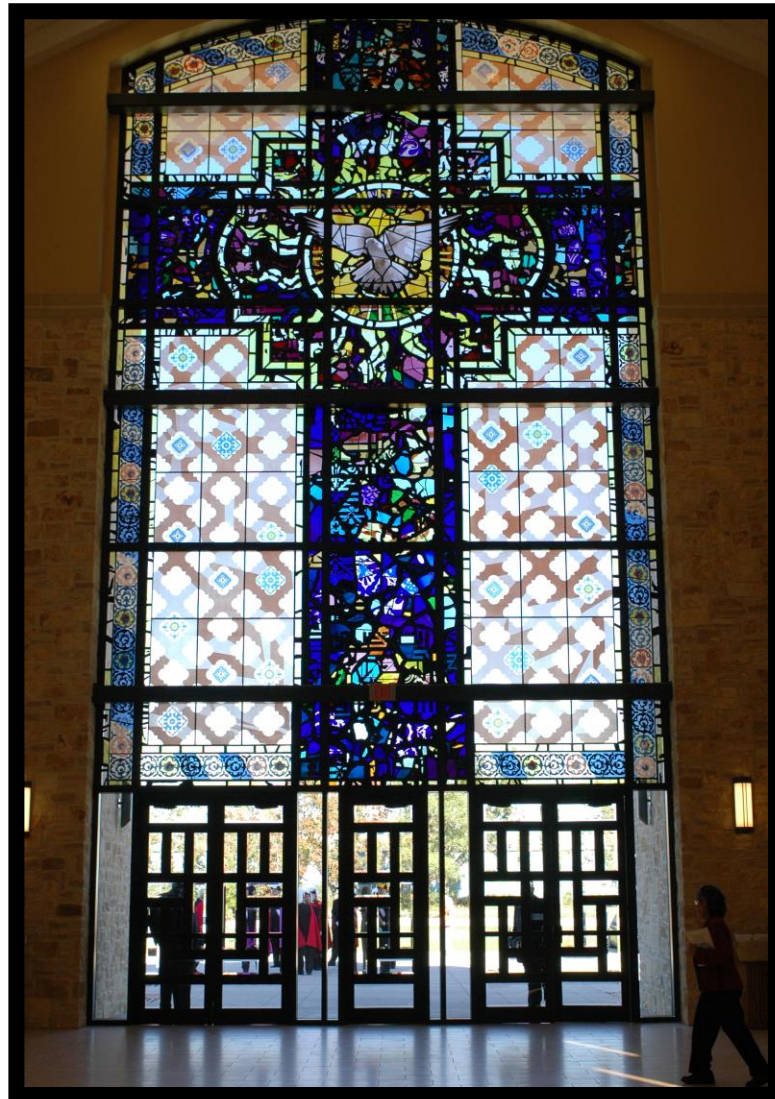


# Christ the Redeemer Catholic Church



*For the Son of Man did not come to be served, but to serve.  
Matthew. 20:28*

## **Ministry of Ushers and Greeters Guidance and Instruction Manual**

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## Mission

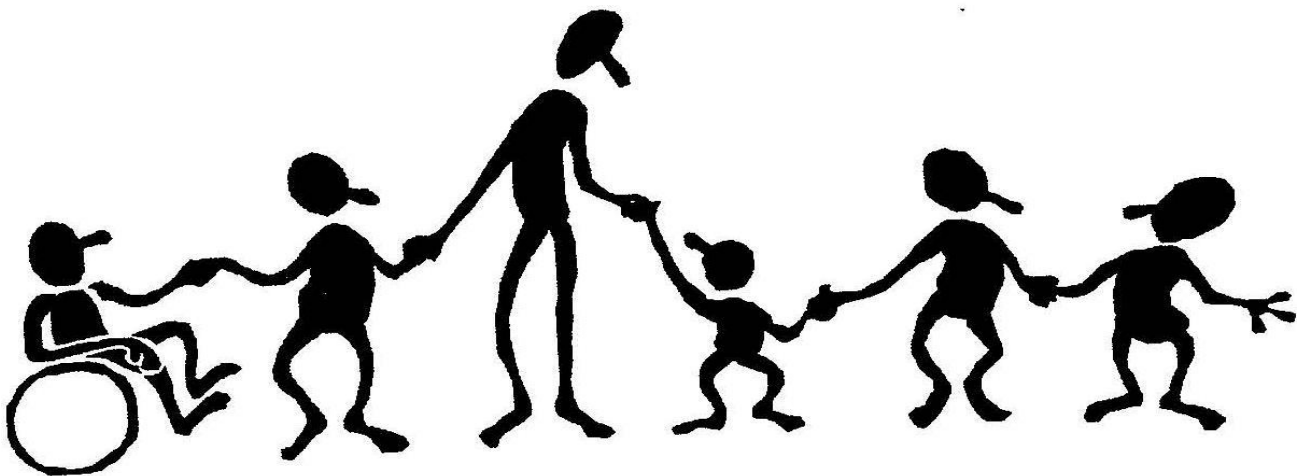
Hospitality is at the heart of all that Jesus did. As an Usher or Greeter, we are the hands of Jesus reaching out to make all feel cared for and welcomed.

We are a team of ministers who prayerfully and respectfully assist the faithful to feel welcomed, and be attentive to and know that they are part of the body of Christ as they come to celebrate Mass at Christ the Redeemer.

As liturgy is an encounter with the presence of Jesus in the form of Body and Blood, God's Word, the Presider and assembled believers, **our ministry strives to reflect and model reverence at all times.**

The Eucharistic celebration is meant to be an experience that looks and feels different from our everyday lives, a foretaste of the heavenly kingdom.

Remember that your smile, your handshake, your warm greeting might be the highlight of the day for that person.



# General Information and Contacts

## 1. Contact List:

### Saturday Mass Lead

5 p.m. – Carolyn Thornton, [cjt0906@gmail.com](mailto:cjt0906@gmail.com), (281-450-2421)

### Sunday Mass Leads

7 a.m. – Caroline Champness (713-569-5754)

9 a.m. – Char Moore, [char.moore@honeywell.com](mailto:char.moore@honeywell.com)

11 a.m. – Paula Connelly, [paula.connelly@sbcglobal.net](mailto:paula.connelly@sbcglobal.net), (832-368-7386)

5 p.m. – Huong Iselin, [huong@iselin.law](mailto:huong@iselin.law), (713-553-9173)

### Liturgy Lead – Ofelia Carrasco

[ofelia.carrasco@ctrcc.com](mailto:ofelia.carrasco@ctrcc.com) or 281-469-5533 x6543.

### Liturgy Assistant – Deanna Negrete

[deanna.negrete@ctrcc.com](mailto:deanna.negrete@ctrcc.com)

281-469-5533 x5402.

### Usher/Greeter Ministry Coordinator – Caroline Champness

[champness@comcast.net](mailto:champness@comcast.net)

713-569-5754 (text is fine)

Leaders send weekly reminders to their teams via Flocknote (<https://app.flocknote.com/ctrcc/UshersGreeters>) and make arrangements to contact team members who do not have email service. Please keep your team leader informed of any changes to your contact information. We would like both home and work email addresses and two phone numbers, if possible. We appreciate feedback and suggestions from all in this ministry.

## 2. Usher/ Greeter Schedule:

Schedules are created four months at a time by the Liturgy Department. Copies are placed on the usher table in the parlor and are available online at: <https://ctrcc.com/liturgical-ministers-schedule>. If you are unable to serve as assigned, please REPLY to your weekly Flocknote and ask to trade with a teammate. (Note: Be sure your reply is **not** set to private or else no one will see it!)

Special Liturgy schedules are created by the Liturgy Department approximately one month before the date of the special liturgy. In the weeks leading up to the special liturgy, sign-up sheets will be placed in the Parlor for ministers to sign up at their convenience. An email request may also be sent via Flocknote to all those who have submitted an email address. Special liturgies include Christmas, Easter, Confirmation Masses, etc.

### 3. Formation:

Ushers and greeters receive spiritual, theological and practical preparation to fulfill their roles with knowledge and reverence. Formation sessions are held in the fall and a commitment for one full year is suggested. After one year, we require that all existing ushers and greeters refresh their formation by attending at least one additional formation each year that they serve.

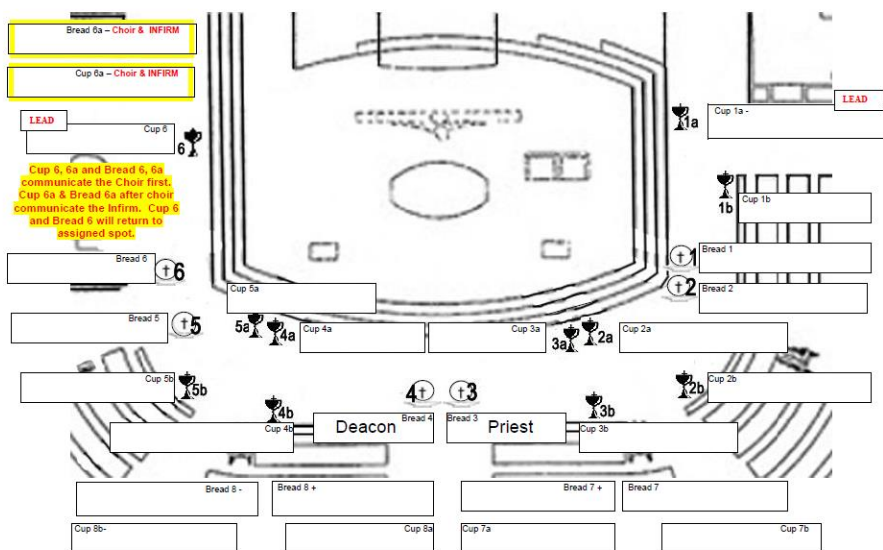
## Liturgical Minister Sign-In Sheet

The Liturgical Minister Sign-In Sheets are located in the Parlor. Sign in begins 30 minutes prior to the start of Mass.

### LITURGICAL MINISTERS SIGN-IN

Date: July 1, 2018

Time: 9 am Sunday



**Ushers:**  
 Section: \_\_\_\_\_  
 1&2 \_\_\_\_\_  
 LEAD 3&4 \_\_\_\_\_  
 3&4 \_\_\_\_\_  
 5&6 \_\_\_\_\_  
 7&8 \_\_\_\_\_  
 9&10 \_\_\_\_\_

Family for Gifts

**Greeters:**  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

**Candles:**  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

**Lectors:**  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_

**Sacristans:**  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_

**Mass Coordinator**  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_

Stations 7 & 8 are in aisle in front of sections 8 & 9.... For 9am, 11am and 5pm Sunday Masses as needed

# Duties

## **Greeters** – Must be in 8<sup>th</sup> grade

- **ARRIVE 30 minutes prior to Mass**
- Dress in church clothes (no sneakers, flip flops, mini-skirts or strapless tops)
- **Sign in on Liturgical Minister Sign-In sheet in the Parlor as this is record of your service**
- Assist with opening exterior doors (ADA entry is PRIORITY) DO NOT PROP OPEN DOORS, OPEN AS PARISHIONERS APPROACH! If weather is bad, stand inside. If weather is nice, you can stand outside.
- **Greet all with a SMILE and a “welcome”**
- Do not leave station until Mass has started
- **Assist ushers with crowd control, as needed at special liturgies**
- It is OK to sit with your family during Mass but after the “Prayer after Communion” come to the back of church.
- **After the final Blessing, proceed to Narthex to hand out bulletins**
- Check with Lead Usher to see if you are needed to help after Mass to pick up Worship Aids

## **Ushers** – Must be 18 years or older, baptized and have received First Eucharist and Confirmation

- **ARRIVE and sign in 30 minutes prior to Mass**
- Welcome those arriving for service.
- **Two or more ushers hand out Worship Aids by interior doors**
- Assist with seating
- **Handle collection – Two or more ushers must be in sacristy bagging**
- Reverently assist with communion procession
- Hand out bulletins after Mass
- Check church after Mass for lost items and basic housekeeping

**The commitment to serve in this ministry should be more than a weekly Mass. There are many special liturgies including Ash Wednesday, Rite of Election, Holy Week, Confirmation, First Communion, Thanksgiving Mass, Holy Days of Obligation and Christmas. Try to sign up as soon as sign-up sheets are available. This is very much appreciated.**

# Special Duties by Masses

## Saturday:

### 5 p.m.

This Mass is not typically crowded

Dedicated Extraordinary Ministers of Holy Communion (EMHC) for Infirm

## Sunday:

### 7 a.m.

This Mass is seldom crowded

EMHC do not come to the back sections

Usher for Section 7 directs people to Sections 1 & 2 for Communion

Usher for Section 10 directs people to Sections 5 & 6 for Communion

Sections 8 & 9 are to go down the center aisle for Communion

### 9 a.m.

This Mass is always crowded

RCIA Dismissal

Dedicated Choir and Infirm EMHC

Children's Liturgy

**ONLY the presider can tell latecomers to sit in the choir area (summer months)**

### 11 a.m.

This Mass is always crowded

Children's Liturgy

Dedicated Choir and Infirm EMHC

**ONLY the presider can tell latecomers to sit in the choir area**

If latecomers are seated in the choir area (Section 6), please tell them they cannot leave until after sending forth song

### 5 p.m.

This Mass is crowded and many youth attend

Dedicated Infirm EMHC

## ALL SPECIAL SERVICES

Lead Usher to check with Mass Coordinator to confirm number of EMHC stations

# Prayer of Preparation

Lord, my God, it is about time for me to begin my holy duty as an usher/greeter for this celebration.

Help me to perform this duty with dignity as I represent not only this parish community but also Your Kingdom and Your very Person.

Remind me how our Lord Jesus was offended by a lack of courtesy when He came to the house of the Pharisee. May all those I encounter: stranger or friend, fellow parishioner or guest, feel only kindness and courtesy from me.

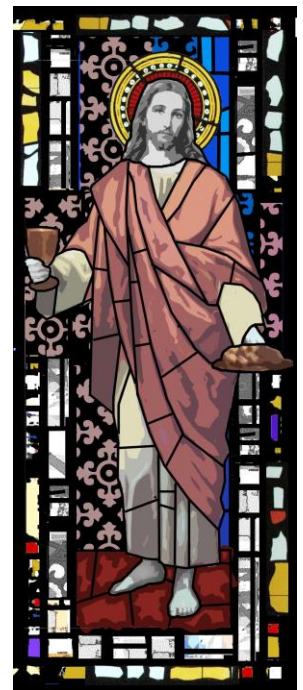
May I, with reverence and friendliness, welcome all who enter our doors.

May I, with attention and diligence, care for the needs of the community, as it worships.

May my prayer during this sacred action be that of watchfulness and the desire to serve others.

I ask, Lord,  
that You smile through me,  
that You greet through my hospitality, and  
that You may be made visible to me in all whom I serve.

Amen.





# Preparation and Procedures

## **MINIMUM NEEDED TO SERVE Ctr: (We hope to have 7 per Mass so Lead Usher can oversee the Sections and handle Infirm Communion)**

- 1 usher for WEST - Sections 1 & 2
- LEAD usher plus one other usher for center FRONT – Sections 3 & 4
- 1 usher for EAST - Sections 5 & 6 (Choir area is Section 6)
- 1 usher for Sections 7 & 8
- 1 usher for Sections 9 & 10

## **2. ARRIVAL TIME**

### **Regular service**

- Arrive **30 minutes** prior to start of service, sign in (**Sign in by the Section you will serve.**) and take a badge. (If you aren't scheduled to serve, please check in with lead usher to see if you are needed.)

### **Christmas, Easter and other special liturgies**

- Please arrive **ONE HOUR** prior to service as Lead Usher will assign sections. **Please put a small stack of bulletins on the side table by usher closet.**

## **3. LEAD USHER DUTIES (If Team leader is not scheduled, an experienced usher is scheduled as Lead Usher.)**

- **Notify EMHC Mass Coordinator and Sacristan that you are the Lead Usher.**
- **Check the Parlor whiteboard for special notices.**
- **Check sheet for Section coverage and if a Gift Family was preselected.**
- **Discuss with team special requests for this service or if pews are to be RESERVED**
- **If an email was sent during the week with changes, confirm that all know.**
- **If Second Collection baskets are out, remove all donations when Mass starts, put in collection bag. Check and collect after Mass, place donations in bag, seal and drop in safe.**
- **Meet briefly after Mass to discuss any issues and report to Team Leader and to Caroline Champness.**

**First greeter or usher to arrive is to greet parishioners at the East side ADA door.** As other ushers arrive, please greet from Narthex. **DON'T JUST GO TO YOUR STATIONS or stand and talk to each other.** If your Mass is typically crowded, ushers should assist with seating about ten minutes prior to start of service. (Use your judgment)

Greeters and extra ushers may stay in Narthex to greet and to keep center doorway clear once procession is lined up. After presider enters the church, close the center doors. Side doors are to be closed except for one door closest to Sacristy.

#### **4. Gift Family:**

Lead Usher selects a family dressed appropriately (no tank tops, shorts <OK for toddlers> and try to avoid jeans.) Ask Gift Family to sit near back and next to CENTER AISLE. Tell them to come to the area in front of the Baptismal Font as soon as ushers go down the aisles for collection. Check the "box" on the sign-in sheet to show Gift Family is chosen. If a couple is chosen, then an usher can carry the gift basket.

#### **5. Handicap Areas:**

Prior to start of Mass - If an individual is seated at end of pew next to the wheelchair area, please ask them to move to another pew or to move down that pew. Keep the back aisle seats clear for late arriving handicap/infirm. Okay to keep empty until after homily.

Lead Usher asks those in wheelchairs, walkers, etc., if they prefer Communion brought to them. Be aware that a parent might request only ½ the host for their child. **NOTE: There is a wheelchair in the Parlor for use within the church. If used during your service, it must be returned to the Parlor.**

#### **6. Quieting Room:**

This area is not intended for families to sit through the Mass. Its purpose is for an adult to take an upset child to this room to quiet their child until they can return to their pews. However, we cannot control who sits there. Prior to Mass make sure the bathroom door is unlocked.

## 7. Finding Seats:

Remember, you are a servant of the assembly - not a traffic cop. Try to locate empty seats. If necessary, **say to those sitting at the end of the pew . . . "Please move towards center as I'm going to seat people here."** Understand or respect various needs to sit at end of pew. Then discreetly show number of seats available with your fingers to the back ushers. Ushers at back should maintain eye contact with front ushers.



## 8. Seating Latecomers:

Ushers from Sections 7 & 8 and 9 & 10 should be ready to assist. Likewise, the Usher from Sections 1 & 2 should come to Section 7 to assist and usher from Sections 5 & 6 should come to Section 10.

- Once the lectors approach the altar, politely hold all latecomers back.
- When the Readings are completed and the lectors leaves the altar, start seating. Some parishioners might find their own seats, assist others. If there are many to seat, the cantor might pause a bit.
- **ABSOLUTELY NO SEATING DURING THE HOMILY & NEVER TAKE LATECOMERS DOWN THE CENTER AISLE. NEVER WALK IN FRONT OF SECTIONS 1, 2, 3, 4 or 5 DURING MASS.** If a child or an elderly or infirm are returning from the restroom, allow them to return to their seat. If it is an able adult, ask them to remain at the back until the homily is over.

If a person insists on entering during the Liturgy of the Word, there is not much you can do; trying to stop them would create more of a disturbance than their entry.

## **9. Collection & Gift Presentation:**

When Prayers of Intercession are started, the center ushers are to proceed to the crosswalk. Other ushers quietly pick up their baskets. ALL USHERS, be ready to go down to the front when the presider finishes the closing.

**Watch the flow of the baskets to make sure all baskets are collected.**

**CENTER USHERS** give the baskets to the first, third and ninth pew. (Watch for black dots.)

**At the 7am Mass, only four baskets are used for the first and third pews.**

At ALL Masses, both ushers wait for their first basket at the second pew. Then walk together to the back to set up the Gift Family.

If the Gift Family is a couple, then one of the center ushers carries the Gift Basket. If some wine spills and/or bread is dropped, one usher goes to the Sacristy for a paper towel. Since these items have not been consecrated, they are still bread and wine. Ask the Sacristan how to dispose of item(s).

**DO NOT START the Gift Family until the presider stands up.** The center usher(s) follow the family (about ten steps behind) up to the point where they pick up their baskets from Sections 3 & 4. No usher is to stand in the center aisle between Sections 3 & 4 during procession.

If an usher from another Section picks up basket from Sections 3 or 4, they are to wait in the crosswalk so the center ushers know that their third basket has been picked up. Be discrete in signaling. We do not want center ushers looking for the baskets. A back usher can walk among the standing crowd to collect from the Narthex. All ushers return TOGETHER to Sacristy with collection baskets (for safety). Close the doors. A Sacristan should be outside the doors in the Narthex. **REMEMBER, you are still in church; this is not a time for chatting and laughing.** You may talk quietly if necessary. The Lead Usher and another usher sign the plastic bags. The collection is placed in the bags. Be sure to squeeze out the air so package is flat before sealing. Place in the safe.

There is sanitizer on the counter for all to clean hands. At this time, bulletins are removed from the closet very quietly and placed in the Narthex. The side ushers (Sections 1 & 2 and 5 & 6) take bulletins to their area for distribution after Mass. Place bulletins on both window ledges. Stand at one of the two doors to distribute. Also, place bulletins in Narthex so those leaving early can take one.

**IF CONSECRATION IS TAKING PLACE WHEN YOU REENTER THE CHURCH, DO NOT WALK TO YOUR STATION. KNEEL AT THE BACK.**

### **10. Second Collection:**

If the baskets are in the Narthex, LEAD USHER is to remove donations when Mass starts and place in designated bag. Do not seal the bag at this time. After Mass, collect remaining donations and add to same bag. Sign, seal and place in the safe. Make sure the bag drops.

If the Second Collection will be in the church, keep it separate from the regular collection. DO NOT SEND THE Gift Family down until the SECOND collection is completed and the presider stands up. **Presider might give different directions. Follow those directions.**

There is a second set of baskets to use which helps to keep the collection separate.

Extra ushers attending Mass are asked to come back to handle the bagging of first collection.

### **11. Low Gluten Hosts:**

The family needing a low-gluten Host is to tell the Sacristan before Mass. If you are approached, ask the family to make sure the person in need goes to the Presider when receiving the Body of Christ.

If the family did not talk to the Sacristan, you will need to do that before Gifts are presented.

### **12. Vocation Chalice:**

Normally we do not have anything to do with this, but if the family asks the ushers where to sit, guide them to the front center. Lead Usher tells the Sacristan the family has arrived.

# Special Duties by Sections

## SECTIONS 1 & 2 Usher

As the church is filling up, this usher should stand behind Section 3 (maintain eye contact with back ushers) to guide parishioners to fill in Sections 2 & 3. Once Mass starts, this usher should stand behind Section 2 and be ready to move to the Section 2–3 aisle to guide late comers after the readings. NO SEATING ALLOWED ON WINDOW SILLS.

After the collection is turned in, this usher picks up a stack of bulletins. Part of the stack can be placed on the window sill by one door, and usher stands at the other door handing them out after Mass. When all have departed the church, pick up all remaining bulletins and worship aids. After all leave, proceed to the altar, reverently, to pick up the Gift Basket. Deposit collection in the safe, loosely, and return basket to the table. Straighten up Sections 1 & 2.

## SECTIONS 3 & 4 Usher(s)

If we are short of ushers, this area can be handled by one usher. **THE LEAD USHER ALWAYS SERVES IN THE CENTER.** As the church is filling up, do your best to fill in the front sections so we do not have to do this later in the Mass.

When Procession starts, allow latecomers to enter through side doors. Once Mass begins, scan the seating area for empty spaces for late seating. During Mass, stand in front of the closed center doors and stop latecomers during readings until appropriate time for them to be seated. After the homily, remove the gift basket from the table and place on the floor so the Sacristan has room for the gifts.

If pews are filled and the area around the Baptismal Font is crowded, then stand in front of the crowd and keep them from moving into the aisle. NO SEATING ALLOWED ON LEDGE OF BAPTISMAL FONT. Nothing is placed on the ledge except liturgical items.

When RCIA members are dismissed from the Mass, the center sections have fewer communicants to receive Communion. This means the presider and deacon could finish distribution before the other EMHCs. The Section 4 usher should be ready to leave the center (Section 3 usher can

handle) and proceed to back pew of Section 5. Guide the last pew to the center aisle for Communion. Go pew by pew of Section 5 until balance is achieved. KEEP PRESIDER AND DEACON BUSY.

When the blessing is given, move to in front of the closed center doors and guide those leaving early to the side doors. When the presider turns to leave, open the center doors and move to the sides of the Baptistry to hold people back, keeping a path open for servers, presider, etc. to exit. No need to spread arms out, just watch area.

### **SECTIONS 5 & 6 Usher**

As the church is filling up, this usher should be behind Section 4 (maintain eye contact with back ushers) to guide parishioners to fill in center of Sections 4 & 5. Once Mass starts, this usher should stand behind Section 5 and be ready to move to the Section 4-5 aisle to guide latecomers after the readings. NO SEATING ALLOWED ON WINDOW SILLS.

**Other Option: (usually at 11 a.m. Mass) The presider (& only the presider) might ask those standing to sit in the choir section. IT IS IMPORTANT that this usher tell parishioners that they should not leave Mass early. This means parishioners should wait to exit the choir section until after the presider leaves the altar, and the cantor/choir has finished singing the sending forth song.**

After the collection is turned in, this usher picks up a stack of bulletins. Part of the stack can be placed on the window sill by one door, and usher stands at the other door handing bulletins out after Mass. **If RCIA group is dismissed from this Mass, this usher needs to maintain eye contact with Section 4 usher.**

When all have departed church, pick up all remaining bulletins and worship aids. Straighten up Section 5.

### **SECTIONS 7 & 8 Usher**

This usher is pivotal to getting latecomers seated. Maintain eye contact with Section 1 & 2 usher who should be standing behind Section 3. Stand near the Quieting Room to guide parishioners to Sections 1 & 2 usher. During Mass, stand near the glass cabinet and help center ushers keep

latecomers back until appropriate time to help seat them. Stay in front of the crowd, **stand at an angle**, and if you need to move down your aisle, do so.

**The Quieting Room is misused.** Encourage families to sit in the church. If anyone without children is seated here, gently explain that the purpose of this room is for an adult to “quiet” their child until they can return to the assembly area. If you encounter resistance, do your best and then walk away. After the blessing, prop open the side interior doors. Distribute bulletins if help is needed. Straighten up Missals and pick up worship aids.

### **SECTIONS 9 & 10 Usher**

This usher is pivotal to getting latecomers seated. Maintain eye contact with Section 5 & 6 usher who should be standing behind Section 4. Stand behind Section 9 to guide parishioners to Section 5 usher. During Mass, stand near the glass cabinet and help center ushers keep late comers back until appropriate time to help seat them. Stay in front of the crowd, **stand at an angle**, and if you need to move down your aisle, do so. **Make sure only authorized personnel sit at the sound board.**

After the blessing, prop open the side interior doors. Assist with bulletin distribution, if needed. Straighten up Missals and pick up worship aids.



# Communion

**Center ushers proceed to crosswalk when the EMHCs approach the altar.**

All ushers should proceed down their aisle as the ciboria are handed to the EMHCs. Walk reverently, but allow time to be at the first pew before the presider and Deacon come down the steps. Better that you are standing there ready to guide than to still be walking down the aisle when the EMHCs are in position. Guide one pew at a time; do not allow communicants to back up in the aisle, they can wait in their pew.

**The Lead Usher will leave the center section to meet Infirm EMHC Team at the crosswalk and guide them to the infirm.** After all infirm receive, Lead Usher returns to help in center aisle. **(Except for 7 a.m. Mass)**

EMHCs will be stationed between Sections 7 & 8 and Sections 9 & 10. When the EMHCs leave the altar, hold back first pew until EMHCs have passed. If back section EMHCs run out of the Precious Body, ushers will direct remaining communicants to the center aisle. Again, check the length of the lines and try to balance the crowd.

Our goal is to do everything we can to equally distribute communicants going to receive the Precious Body. **ALWAYS KEEP PRESIDERS AND DEACONS BUSY.**

Ushers should be the last to receive in their line. If you notice the cup is full, consume what you can to assist the EMHC.

Some liturgies will have a crowd in the Narthex. Lead Usher should check with EMHC Mass Coordinator as to how many stations will be used. This is especially critical for Christmas, Easter and special liturgies.

At 7 a.m. Mass, communicants in Sections 7 & 10 are directed down the side aisles. The usher from Section 7 & 8 will receive Communion at Section 2 and motion for the EMHCs to follow so infirm can be communicated. **At other Masses, Lead usher is to check before Mass to see which EMHC team is to serve the Infirm.**

**THE PRESIDERS and DEACONS WILL ALWAYS COMMUNICATE THE CENTER AISLE.**

If you notice anyone **not** consuming the Body of Christ, it is appropriate and expected that you approach them and ask them to please do so. You can leave your area to do this. While it is difficult to see everyone as we are backing up away from the EMHCs, do your best to scan those not receiving the Precious Blood as they return to their seats. If it is difficult to get to that person, wait until after Mass and approach them. If it is a youth, talk to the parent.

At some Masses, there is a Sacristan in the cross section near Sections 8 & 9. You can always go to the Sacristan and ask for their assistance.

## **Departure Duties**

Lead Usher will meet briefly with team to discuss any issues. If more discussion is needed, send info to Team Leader and Caroline Champness. If something needs repair, enter in the Communication Log located on the island in the Sacristy.

Sections 1 & 2 usher is to pick up the Gift Basket at the altar and take it to the Sacristy and put collection in the safe, loosely, and return the basket to the gift table.

Ushers/greeters straighten pew racks and check for items left behind. Lost items are to be placed in the basket/drawer in the Parlor. More expensive items are to be given to the Sacristan. Check for crumbs and papers. Use towels from usher closet to clean up any spills. If for some reason you come across spilled Precious Blood notify the sacristan immediately.

**Watch for handicap, infirm or those needing assistance that leave early or might wait until the crowd leaves. Be ready to open the exterior doors to assist them.**

Put generic magnetic badge back in the basket in the Parlor. All ushers are to have custom badges. The first badge is free.

# Emergencies

- **Always notify the Sacristan.**
- Know where fire extinguishers are located.
- **A Telephone is in sacristy with emergency numbers listed, be sure and give our address when you call.**
- If necessary to evacuate, calmly guide people out of building.
- **Keep your eyes open for medical emergencies. Notify Sacristan.**
- If you know doctors and nurses in the parish, make a mental note of where they are sitting.
- **A primary principle of first aid is to not do anything if you do not know what to do. Attempting to help someone without knowledge can do more harm than good.**
- A first-aid kit is located on top of the counter in the sacristy.
- **There is a wheelchair in the Parlor for use on church property.**

Most often the situations are not serious. Someone may faint or become nauseated and just need to be helped to the parlor where they can sit down and have a drink of water. There is bottled water in the Parlor in the right side cabinet over the sink and juice/cookies if someone needs sugar. If you are not sure how serious the problem is, wisdom suggests that you err on the side of caution. **ASK if the person is DIABETIC. There are pills in the Sacristy which, when taken (4 at once), will restore blood sugar. This was recommended by a diabetic patient. They are in the first aid kit on the counter. Just read the directions.**

If someone gets sick in the pew or on the carpet, there are cleaning supplies in usher cabinet in the sacristy. At least cover with paper towels. Report to Sacristan and they can contact maintenance.

## **Rainy Weather and Clean-up Supplies**

The Lead usher will get the umbrella bag stands out of the usher closet. Towels for floors are in the Usher Closet. Do not put floor towels in the Sacristy instead place towels in laundry basket under the usher table in the Parlor. Return umbrella bag stands to usher closet after last Mass of the day. If bag supply is low, inform Caroline Champness.

# Additional Information

**Appropriate Posture:** Maintain a posture of active participation, keep hands out of pockets, and observe silence in your ministry. If you must talk during the liturgy, **go to the Narthex or parlor.**

- Keep movements to minimum as we are to be invisible.
- Participate in the Mass by singing, praying, etc.

**Appropriate Dress:** In his pastoral letter, our Bishop Emeritus stated: "None of us should ever become casual with the Eucharist or allow the Eucharist to become commonplace. This includes the way one dresses."

Ministry in the liturgy requires a certain dignity and reverence. Shorts, very short skirts, tight clothing, bare midriff, flip-flop sandals, tank tops and plunging necklines are not appropriate.

Our role is to minister to God's people without bringing attention to ourselves. **\*Special Note: This includes not wearing uniforms or CTR t-shirts.**

## **OUTSIDE FOOD**

Food or drink of any kind is not allowed in the Church or Chapel.  
(Baby bottles and sippy cups are acceptable)

## **POWER FAILURES**

Flashlights are in the usher closet where bulletins are stored. Wait for Sacristan to direct as needed.

## **ACCIDENTS**

It is imperative that every accident you see be reported to the Sacristan whether there is injury or not. This is a mandate of the archdiocese. Ask the Sacristan if an Accident Report has been filled out.

# Glossary

St. Joseph's side is the **WEST** side and consists of Sections 1, 2 & 3.

Mary's side is the **EAST** side and consists of Sections 4, 5 & 6.

Those SECTIONS will also be called the **FRONT** section.

The **BACK** section **WEST** side consists of Sections 7 & 8 plus the Quieting Room.

The **BACK** section **EAST** side consists of Sections 9 & 10.

The "standers" or overflow crowd will be temporarily known as **Section 11** and consists of the Narthex and area around Baptismal Font.

The entry doors are the three **OUTSIDE** doors -- **North** (center doors), with the others being **West** (Noah's Ark) and **East** (Huffmeister side).

**INTERIOR** doors are the doors between the Narthex area and Assembly Area.

## **PRAYER**

Welcoming and gracious God,  
whose love and compassion are boundless,  
place in us a desire  
to greet each person we meet  
with the same love, compassion and respect  
we would show to you.

Help us to see your face  
in every person  
and to serve your people  
with dignity and care.

Bless us as we seek to love as you loved  
and serve as you served.

We ask this through Jesus Christ, our Lord.  
Amen.

# NOTES

# Church Diagram

