

MINISTRY OF HOSPITALITY: USHERS

Jesus said, "Whoever receives you, receives me, and whoever receives me receives the One who sent me" (Matthew 10:40).

This booklet is designed to assist you in your participation in the liturgical Ministry of Hospitality at Holy Spirit Parish.

Your willingness to serve God in the capacity as an usher or greeter reflects your commitment to Christ. Your willingness to commit to a monthly schedule; to arrive on time and to be a friendly and welcoming presence to those coming to worship here at Holy Spirit is a further reflection of your commitment to serve this Parish. By assuring a welcoming presence and orderly seating at all Masses offered in this Parish, you enhance the beauty of the Liturgy and become an instrument through whom God may be present to those in worship.

THE MINISTRY OF HOSPITALITY

The usher and greeter are people chosen to reflect the warmth and welcome of Christ himself. Always conscious of Christ's words "For I was...a stranger and you welcomed me," (Matthew 25:35) the usher/greeter serves not only as a Minister of Hospitality, but also as a Liturgical Minister and a Minister of Evangelism.

Ushers/Greeters as Ministers of Hospitality

Ushers and Greeters are usually the first official representative of the church that people meet when they arrive. The ushers or greeters' dress, attitude, words, demeanor, body language all speak a message to the worshipper. As God's servants to his people, usher and greeters should take care that nothing interferes with the awesome character of this encounter between God and his people at this time and place.

Ushers/Greeters as Liturgical Ministers

Ushers and Greeters are leaders. As such they reflect the devotion, reverence and joy of encountering God in our worship service. Usher/greeters should not be physically or emotionally absent from worship. They must be mindful that they are there to assist those who are preparing to worship God by creating a quiet and reverent atmosphere within the church.

Ushers/Greeters as Ministers of Evangelism

There are some who may be wary of coming to a church and it would take very little to make this visit their last. If they feel genuinely welcomed and helped by the usher/greeter, then the usher/greeter has assisted in bringing the Gospel to these people.

The Ministers of Hospitality

Greeters and ushers are distinct ministries

Greeter: the relational role is primary

Usher: the functional role is primary

However **All** ministers can welcome.

The model for an understanding of liturgical space is not that of a theatre or public hall, but closer to that of a home, a place characterized by warmth and friendship, where all are equal before God, where dialogue and interaction are encouraged. Just as we greet guests to our home, make them feel welcome, and tend to their needs so we make one another feel welcome and comfortable as they gather. A person who feels welcomed and valued is more likely to enter into the celebration. Greeters and Ushers are the first ministers seen, and often leave a lasting impression . ***We are more than door keepers***, we are doors sharing presence and warmth. Greeters and Ushers are light; they shine out God's presence for others. Greeters and Ushers are salt; they add flavor so others can taste the goodness of God

MISSION

GREET, ASSIST AND SERVE

- **Be there.** Remember that God's people need you and are depending on you. Put personal issues on the "back burner" for now.
- **Arrive early**, at least 20 minutes before the time of the Mass. Give a moment to silent prayerful preparation for your ministry. Arrange all those things that need to be readied and then be on hand to greet the people as they arrive. See below under "Duties of an Usher"
- **Be at your best.** Look pleasant. Approach with reverence - attire is a sign of reverence.
Blazer, sweater, turtle neck, sport shirt, dress slacks
NO - jeans with holes, lettered shirts, shorts, tank tops
- **Make your first word a word of welcome.** Keep on the lookout for new members of the Parish, for visitors, strangers, or the aged (anyone who may need special attention).
- When you recognize newcomers...**Help them to feel at home.**

An Usher and Greeter Should Exhibit:

JOY

Cultivate a sense of humor in the face of difficulty. Never show irritation. Have a nonjudgmental attitude for those who may arrive late.

DEPENDABILITY

If an usher or greeter cannot serve at a scheduled service, it is the usher's or greeter's responsibility to find a substitute, or at least let your usher captain know that you won't be there.

KINDNESS

When you lead people up the aisle, walk slowly or you will lose them. Do not merely point to a seat, but lead people there personally.

REVERENCE

There should be no conversations in the back of the church prior to Mass, least of all among the usher/greeters. Casual conversations by usher/greeters can be heard throughout the church and are distracting for those who are attempting to prepare themselves for the Liturgy.

DUTIES OF AN USHER

Before Mass

- Note locations and jobs on schedule
- Find subs if needed
- Open windows if needed
- Put fans on if needed
- Turn on all the lights - or as requested
- Reserve seating if asked
- Prepare collection baskets
- Find people to bring gifts of bread, wine, money
- Pay attention to baptism or anniversary families

Seating

- Sit with the assembly
- Don't seat people during scripture readings
- Wait when people stand or during a song
- Lead people personally, avoid pointing
- When crowded, 1 usher stands near in front to find seating and 1 to guide people forward

Collection

- Move in place after the Universal Prayer (Petitions)
- Begin the collection as the altar is prepared

Preparation of the Gifts –

- Have people present gifts of bread, wine and money when altar preparation is done

Communion Procession

- Watch for people with disabilities and guide Eucharistic Ministers to serve them first
- Actual need is the only criterion for assisting
- Do not gesture or point, let the procession take its course
- Never touch anyone unless it is to assist

After Communion

- Get bulletins from usher's room and put in racks

After Mass Detail

- 2 ushers together secure the collection in the safe
 - Put in tamper evident bags and seal
 - Sign your name, date & Mass time
 - The 2 signatures must be of unrelated adults
- 2 ushers clean up pews, remove papers
 - Put missals in racks upright with covers facing front

Close all windows
Check bathrooms and close doors
Darboy: turn out lights if no one is left in church
Kimberly: turn out lights from tabernacle and shrine to back
If people are still in church do not put them in the dark
Father or Margaret will turn out hall switches when they leave
Report issues to: vandevoortp@holyspirit-ish.org

Schedules and Subs

Schedules will be emailed /mailed Thursdays prior to Sunday
Subs must be scheduled Friday before scheduled Sunday
Tina Keller does the scheduling every three months
busymom@clients.rotundasoftware.com
Feel free to call her for questions or concerns 788-0278

Emergency Help

Follow the Emergency Response plan found in the Usher's room or Server Sacristy
Know how to use the fire extinguisher and defibrillator
Know where the first aid kit is kept
There are no church phones so use cell phones
Call 911 if needed

Fill out Incident Report for all Injuries

For all accidents, i.e. falls or other injuries, please fill out the highlighted areas on the Incident Report Form found in the Usher/reconciliation room/server sacristy

DUTIES OF THE USHER MINISTRY LEADER

Duties of the Leader

The Leader shall preside at all meetings of the members and in general perform all duties as may be prescribed by the general membership from time to time. The Leader will assist in recruiting ushers/greeters, contact team captains to provide necessary information, and work with the Pastor and Liturgical Ministries Coordinator to assure that the usher/greeter ministry is providing services in an acceptable manner. Attend Prayer & Worship Committee meetings once a month.

DUTIES OF THE CAPTAINS AND USHER/GREETER ASSIGNMENTS

Duties of the Captain

The Captain shall:

- verify that each of the usher and greeter present has checked in with the team captain.
- coordinate emergency operations pursuant to the Emergency Response Plan.
- make additional assignments to the members of his team as may become necessary during the Mass.