

HOLY NAME OF JESUS GUIDELINES FOR USHERS / MINISTERS OF HOSPITALITY

Schedules:

1. The ministers' schedule is produced every three months and placed at the doors of the church. The full schedule is also available on the parish website at www.holynameparish.net or you can get a copy of the full schedule at the parish office. **If you cannot serve at the mass you are scheduled, it is your responsibility to find a replacement or trade with someone.** If you cannot find a replacement or trade, at least contact one of the other ushers for the mass you will miss to let them know you will not be present for the mass.

To avoid being scheduled for weekends when you will be unavailable, please let our Director of Liturgy Jenny Gorman know which weekends you will be unavailable at least three weeks before a new schedule is produced (see dates above) by calling 826-2096 ext. 307, or email jgorman@holynameparish.net or mail/drop a note by the parish office to Jenny's attention.

General Responsibilities:

1. Your first responsibility is that of hospitality. Try to create an atmosphere of welcome and an atmosphere conducive to worship. Please talk quietly when in the vestibule, as some people are praying in the church.
2. Be particularly mindful of those who are guests.
3. When serving as a minister, let us think about dressing as though we are going to a banquet with a very special host and many special guests. The Eucharistic liturgy is indeed a special banquet! You may wear the "Greeter"/"Usher" pin which is kept in a basket in the top drawer in the sacristy.
4. You also share in the responsibility of keeping the worship space neat and orderly for the purpose of prayer and liturgy.

Before Mass:

1. In order to greet those arriving for Mass it is important that you be in place at least 20 minutes before the scheduled beginning of Mass to welcome people. Please sign in by initialing your name on the ministers' list (found in the black notebook in the vestibule window).
2. If possible, at least one usher should be at each entrance of the Church.
3. On rare occasions when we have worship guides, greet each person as you hand them a worship guide.
4. Offer a smile, a handshake or at least a word of greeting to each one who enters.
5. We no longer provide a nursery during any of our masses. If parents inquire, babies

are welcome to be with their parents in the pews. Parents may take babies to the vestibule during mass if they feel the need to due to crying, etc.

During Mass:

1. Be prepared to find seating for all latecomers. Big days like Easter, First Communion, Christmas and other special events are especially important times to provide hospitality. If the church is packed and no space is available in the pews, check with the Music Director to see if extra seating is available in the choir loft. Seating in the Eucharistic Chapel is also a possibility.
2. Try to avoid seating people during the prayers or readings.
3. Be a full, conscious and active participant in the liturgy yourself.
4. Receive the money offerings after the Prayers of the Faithful. You do not need to bow to the altar when approaching the front. Hand the baskets and permit the parishioners to pass them from person to person. Then put all the money in the plastic bag, seal the bag, sign the label and sheet, then put the bag in large round basket and get it ready for the procession of gifts as quickly as possible.
5. If those assigned to bring up the gifts do not show up or if there are too few of them to carry everything to the priest, one or more ushers may help carry the gifts (bread and wine) and money collection to the priest.

After Mass:

1. Stand at each door and hand people a parish bulletin as they leave.
2. After mass, please walk through the Church to straighten the songbooks, pick up trash and return any stray bulletins to the box in the vesting sacristy and leave some by the doors. If there are envelopes for special offerings, voting ballots, prayer cards, or other items in the pews for the use of the people, please see that they are arranged neatly at the end of pews, and replenished if needed (check the priests' vesting sacristy for extras).
3. After mass, an usher should take the collection basket to the back of the church give the plastic money bag to the priest. If money comes in after the plastic bag is sealed, the bag and extra money can be put in a cloth bag and given to the priest (unused cloth bags are kept in the drawer of the wooden stand under the little refrigerator). If the priest is unavailable or if we have a guest priest, you can give the money bag to a member of the parish staff who will know what to do with it. **Do not leave the full money bag unattended!**

Thank you for sharing your time in this valuable and important ministry!!!

(June 2017)