



Cathedral of the Sacred Heart *Hospitality Ministers* *Guidelines*

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Hospitality has been part of our Judeo-Christian tradition from the beginning. When the people of God assemble for prayer, often the first people they encounter are the hospitality ministers. To welcome the faithful into the church is an essential ministry. Although hospitality evokes a variety of meanings, at Sunday worship it means going out of one's way to help others---to make them feel welcome---to let all who enter this house of prayer know that they belong. It means the beginning of relationships. Jesus always welcomed those who were his own. We welcome others because Christ did. It is one way that Christ becomes visible in the Christian assembly. This is the work of the People of God. It is a call from our baptism.

Liturgy is the source and font of parish life. It is not an end in itself. It is our human way of getting in touch with who we are in relation to God and one another. Yes, the liturgy should be done well. But it must be more than just a "good show." As long as the poor are hungry, as long as persons with disabilities have no access, as long as the stranger in our midst is unwelcome, as long as there are unhealthy or un-Christian attitudes in our hearts... then we are merely paying lip service to God. It is not the task of the clergy or parish staff members alone to deal with these things; it is the task of all who profess faith in Christ Jesus.

Therefore, part of the role of the **Hospitality Minister** (*Ushers and Greeters*) is to deal with such a task. The following "Ministry Description" is a means of assistance. Through our ministry, we hope to achieve our own salvation. We hope that it is also a way of helping others in their journey with the Lord.

Before the Liturgy:

- * Please arrive at the church at least thirty (30) minutes before the liturgy begins. Place a check by your name on the list posted on the south sacristy bulletin board. It is important that we know if you are present. Please wear your name tag. Be conservative in your attire when you are at church. Dress accordingly so as not to draw attention to yourself. Be considerate and refrain from wearing

any strong scents (perfumes, colognes, lotions and strong deodorants, etc.) that could cause an allergic reaction from those with respiratory health issues. Cigarette smoke does linger on clothes, so please, if you are a smoker, do not smoke prior to coming into church.

Check the following:

- ✓ Last minute or special instructions either from the Presider or the Director of Music and Liturgy. Often times there will be instructions posted under the check off list.
- ✓ Make sure that the **Collection baskets** are in the rear of church under the tables by the Reconciliation Room.
- ✓ Make sure the **Bulletins** are in the south sacristy to be distributed after the liturgy.
- ✓ Throughout the liturgical year there may be **Worship Aids** to be distributed to the assembly. Please make sure they are returned to the containers to be used for each mass.
- ✓ Invite parishioners and especially visitors to carry up the gifts. Please be sensitive and invite not only couples, but young adults, children and their families as well as single people to be **giftbearers**.
- ✓ There are times when special celebrations will call for persons already selected to be giftbearers. Check to see if such circumstances exist before inviting anyone.
- ✓ Write down the names of the giftbearers on the forms provided. Take a copy to the cantors so that they might announce the giftbearers.
- ✓ Ring the Church bells ten minutes before the liturgy begins. They should be rung for at least two (2) minutes even if there is prelude music.
- ✓ **DO NOT** unlock or allow anyone in the **Choir Loft** unless absolutely necessary. The key is located on the board in the south sacristy.

- ✓ All hospitality ministers should be greeting people at the entrances of the church during the fifteen minutes prior to the liturgy. Sometimes there will be other ministers or groups assisting you.

During the Liturgy:

- ❖ Escort latecomers to available seats only until the readings begin. If the readings are in progress, please ask people to remain in the back of church until the readings are completed and before the homily begins. They are usually seats available in the front pews and sometimes in the choir area.
- ❖ If there is Children's Liturgy of the Word (**CLOW**), one usher should assist the Catechist by closing the Pavilion glass doors and then waiting to open the doors and assist the children back into church when they are done. **This also will help in monitoring the south sacristy so that no unauthorized person goes into the sacristy during the liturgy.**
- ❖ When the concluding prayer that follows the General Intercessions is finished and the assembly is seated, walk to the front of the church with two ushers in the center aisle and two on the outside aisle, bow, then begin working the baskets through the assembly. Always have four people taking up the collection even if you have to recruit someone other than a hospitality minister to help.
- ❖ **Special note:** The **Food Bank Collection** is taken up on the third Sunday of the month. One of the ushers should stand on the first step of the main aisle with a basket and allow the people to come forward and offer their donation. That basket is then placed in front of the altar, then the regular collection is taken.
- ❖ During the Presentation of the Gifts, the bread and wine should be the first to be taken up, followed by the collection. Instruct the giftbearers on how to present the gifts to the Presider and/or the Deacon. They are to come to the bottom steps of the sanctuary with the wine carafe on their left and the

bread on their right, present the gifts, then bow together and return to their pews.

- ❖ When the **Bishop** is present, he asks that the giftbearers bring the gifts to him at his chair (Cathedra). Once he has received the gifts, they are to bow together, then return to their pews. Be mindful of asking those who might have difficulty going up and down the stairs when you ask for giftbearers.
- ❖ **During Communion:** During the Lamb of God, two (2) ushers move to the front of the pews. When communion is distributed to the assembly, those who are seated in the disabled section (south side of church) will be given communion first, along with any people in the Pavilion and/or the Choir area. Then the people one pew at a time from the front pews to the back pews and finally anyone who might be in the Choir Loft.
- ❖ **After Communion:** The Head Usher and one other usher are responsible for removing the collection baskets (offering) from in front of the altar and taking it to the South Sacristy. The collection is then placed in tamper-proof bags found in the top drawer of the cabinet by the back door. When you place the collection in each bag, press out any excess air before sealing the bag. After sealing the bags, please drop them in the small black safe by the back door. Each collection will be specially marked for the day---whether it is the regular collection, Food Bank or a Second collection. Under-age persons are not to handle the money without an adult usher with them at all times.
- ❖ **Second Collections** are to be taken up immediately after the Tabernacle door is closed. Generally, a cantor will indicate to the assembly to be seated and remind them of the Second collection.
- ❖ At the time of the **Final Blessing and Dismissal**, the ushers should have taken bulletins with them to distribute both at the front doors of the church

(Grand Ave.) and in the pavilion. On certain occasions, there might be other items to distribute also.

After the Liturgy: (All Hospitality Ministers)

- Close the church doors. After the 4:00pm Mass on Saturday and the 12:00noon Mass on Sunday make sure the front doors and the pavilion doors are locked and the bathroom light/fan is turned off. Check to make sure no one has gone up the stairs to the Choir loft or may be in the Reconciliation Room.
- Return the Collection baskets to the rear of church. Walk through the church and return any hymnals to the hymnal racks and worship aids, if any, to the containers.
- Return any undistributed bulletins to the South Sacristy or leave on the table in the back or the book stand in the pavilion.
- Pick up any trash or other materials that may have been left in church. Take anything important to the **Lost and Found** in the South Sacristy. If any other materials are used in church (pencils, ballots, instructional sheets, etc.) please check to see if they need to be collected. Please stay an extra few minutes until all have left. Be mindful that the Priest and/or Deacon have also safely left the church.

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