

At the Offertory, you will be required to collect the money offerings of the assembly.

Ushers are not required to know the combination of the safe; however, the Head Usher at each Mass should make sure he/she knows where the collection money is to be placed so that the Counting Team may carry out their Ministry.



During the celebration, please make sure that you, as a Minister and as a parishioner, are participating fully by your attentiveness, your listening, your singing, your prayer.

Beyond the concern for the comfort of the whole assembly, you the Minister of Hospitality, serve individual needs that may occur. The Priest and other Liturgical Ministers are not free during the Mass to help individuals, but you are; therefore, you should be alert to any needs of individuals which may arise during the Mass.

After the people have left the church, you are required to remove any bulletins or other materials which have been left in the pews and, if necessary, return any books, etc. to the cupboards/tables in the Narthex.



Blessed John XXIII Parish provides ample opportunity for you to participate in one of the three scheduled Masses, based on your preferences. **Anyone interested in becoming a Minister of Hospitality is invited to contact one of the Ushers.**



Guidelines for **Ministers of Hospitality** **(Greeters & Ushers)**

GUIDELINES FOR MINISTERS OF HOSPITALITY

Meeting and Greeting others:

Serving the Lord and His people is a great gift and a blessing. The *Ministry of Hospitality* is an extremely important one which will give you an opportunity to grow closer to your parish community. You have a vital role to perform in reaching out to all people in Christian love and service. **Christian hospitality draws people together, opens them to participation, and sets the tone for the liturgy.**

Those who desire to serve as Ministers of Hospitality **should be comfortable meeting and greeting others. They must extend a sense of welcome to others and make them feel at home.** Such qualities are a blessing when extended to a stranger in our midst. As a Minister of Hospitality you will help to maintain an atmosphere of a warm and loving community gathering together to celebrate the Eucharist.

Ministers of Hospitality should be the first people that worshippers see as they arrive for our liturgical celebration; your welcoming smile and "Hello" sets the tone for how we want people to view our parish, that is, a friendly, welcoming one. You turn the weekend Liturgy "obligation" to one of "privilege and joy".

Ministry functions and requirements:

This Ministry requires you to arrive at the church approximately 20 to 30 minutes *before* people arrive and to stay *after* the celebration has finished for about 10 minutes.

As a Minister of Hospitality you will fulfil a *dual* purpose, that of:

As Greeter: In this capacity, you are expected to greet people warmly as they arrive, welcoming them with a smile to this *Family of believers*, calling them by name whenever possible (there is nothing more pleasing than the sense of "belonging" that one feels upon being greeted by name), or, if they are visitors, **welcoming them to our parish and thanking them for coming to worship with us here at Blessed John XXIII.** Please try to reach out to others to make them feel at home here. It's a big place and can be a little intimidating to some. You should also be on hand to bid people farewell as they leave the church.

As Usher: The second aspect of this important Ministry is the role of Usher. There are several other duties you may be required to do, such as:

- Distribution of the weekly bulletin to parishioners/visitors as they arrive and **encourage visitors to sign our Guest Book;**
- Whenever necessary you are required to accompany those in need of assistance to find a seat, or if you know that someone is a visitor to the parish;
- During the Easter and Christmas Masses when much larger numbers of worshippers attend Mass, you may be called upon to encourage people to fill the church from the front and gently seat them in proximity to others. At these Masses you may also be needed at Communion or Veneration of the Cross, to assist with the orderly movement of people;
- Prior to the Liturgy make sure that some people have been asked to bring the gifts of bread and wine to the altar;
- Once the Liturgy has started you will be responsible for seating late-comers **at an appropriate time.** You do not move around or allow others to do so during scripture readings or the homily;

