

# MINISTERS OF HOSPITALITY - GREETERS AND USHERS

## My commitment to being an effective Hospitality Minister

- ▶ **Dependability** - I will be present when I am scheduled, or I will arrange for a substitute. I will have an attitude of service, helping St. Wenceslaus Church be a place where people can contact the living God.
- ▶ **Punctuality** - I will be on time, meaning **15 minutes before** the start of Mass.
- ▶ **Competence** - I will be prepared for my ministry. I will know what I am doing, and will do it well. I will accept in good spirit reasonable and regular evaluation of the effectiveness of my ministry.
- ▶ **Hospitality** - I will cheerfully greet people as they arrive at Church. It is my responsibility to create the climate of friendliness and welcome among the people who gather to worship at St. Wenceslaus. I will strive to do this well.
- ▶ **Consistency** - I will strive to be a more caring, generous, sharing person in my daily living, consistent with my awareness of the presence of Jesus Christ in His people. I will strive to be a person of faith, a person of prayer, and a person of joy.

## Ministers of Hospitality (Greeters/Ushers) Guidelines

### ***Before Mass Responsibilities:***

- > Be groomed and dressed appropriately for this ministry, and be at Church about 15 minutes before Mass begins.
- > Check that the Church is presentable: pews, lights, temperature (ceiling fans), bulletin tables, cry room, restroom. Ask yourself: *"If this were my living room, would I be ready to receive visitors?"*
- > Check that the collection baskets and the offering basket are in proper locations for your use.
- > Welcome each person/family as they enter Church.
- > Pick two people or a family to bring up the bread, wine and money offering at the offertory. If no one responds, then you must perform this task.
- > Ring the tower bell 5 minutes before Mass by pulling on the rope up "cry room" / confession room.
- > When Mass begins, close both sets of doors.
- > Take your place in the assembly **in one of the last pews**, so you can observe if anyone needs assistance during Mass.

### ***During Mass Responsibilities:***

- > Lead by example. Fully participate in the Mass as a member of the assembly.
- > Be alert to respond if someone is in need of any assistance.
- > Take up the collection after the Prayer of the Faithful (General Intercessions). Second collections, when they occur, are taken up during the interval after communion and before the final prayer and blessing.
- > At certain times during the year an attendance count is taken. When instructed to obtain an attendance count, during the Offertory, go to the choir loft and obtain a head count of **everyone** in church, including the cry room. After Mass report this number to the Sacristan.

### ***After Mass Responsibilities:***

- > As the Presider and altar servers process down the aisle to exit, open both sets of doors, and position yourself to distribute bulletins as people exit.
- > After people have exited church, close the inner doors, so those who remain to pray can do so in a quiet atmosphere.
- > Take the collection into the sacristy. Put the collection into a plastic pouch/envelope, seal it, write the Mass time, date and your initials on the outside, and place envelope in the designated drawer.
- > Check aisles and pews for left behind articles and litter.
- > Check cry room and restroom.
- > Turn off fans, lights, and close windows as appropriate.

### **Hospitality Minister Prayer**

Lord, may I, in Church today, fulfill my assignment in a Christ like manner. Make me competent in what I do, effective in what I say, and helpful to the people I greet. Make me a co-worker with the Presider, the musicians and the other ministers.

Lord, make people glad they are coming to Church today. May your Spirit minister to their needs through today's Mass and through my ministry of hospitality. Amen.

*(Revised 02/2015)*