

*St. Rose of
Lima*



*Guide for
Hospitality
Ministers*

An Usher's Prayer

Lord, you make all kinds of people. In your love you gather them all into your church. As you gather your people this day, help me serve them in a Christ-like manner, even as your son served those who gathered around him. Make me prayerful and patient, helpful and understanding, and may I radiate the joy that faith brings as I serve their needs. Give me your strength to support my fellow ministers and the people I serve. I ask this in Jesus' name.

Amen.

Coordinator of Ministers of Hospitality:

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Ministers of Hospitality:

Saturday Mass: 5:00 P.M.

Captain: George Turner 619.422-5177

Saturday Mass: 7:00 P.M.

Captain: Ed Delgadillo 619.426.6204

Sunday Mass: 7:00 A.M.

Captain: Manalo Cruz 619.422.1376

Sunday Mass: 8:30 A.M.

Captain: Robert Moreno 619.426.7173

Sunday Mass: 10:00 A.M.

Captain: John Johnson 619.422.1526

Sunday Mass: 11:30 A.M.

Captain: Henry Acosta 619.422.0632

Sunday Mass: 1:00 P.M.

Captain: Joe Sosa Jr. 619.216.8997

Sunday Mass: 5:00 P.M.

Captain: V.P. McPherson 619.421.0449

Dear Hospitality Ministers:

I want to thank you for your tremendous support and dedication to the ministry of hospitality.

You are often the first to welcome people as they arrive for liturgical celebrations and the last they see as they return to their busy lives. Therefore, you can see how critical your mission is for our parish community. The way you dress, the way you smile, the way you carry yourself gives an impression. I am pleased that so many of you have made an attempt to make a positive impression on our parishioners. Keep up the good work!

As you assist the people in Mass, keep in mind that they are Christ for you. In addition, keep in mind that you are Christ for them.

You are Christ for me and I thank you for your gift of Christian Stewardship. May God bless you in your service!

Sincerely in the Lord,

Rev. John P. Dolan
Pastor

A Ministry of Hospitality

Among those who gather with us on any given Sunday, there may be some who are searching for a church to call their own. Some are Catholic and are new to the area and are trying to decide which parish to join. Others may not yet be part of any church but are visiting different churches to find a community of faith that they might join.

In some instances, adults joining the Catholic church through the Rite of Christian Initiation of Adults have actually gone “church shopping” before they finally decided to join the Catholic church. Often they speak about the warm welcomes they received from the Protestant churches they visited and the sometimes negative experience of visiting Catholic parishes.

The Hospitality Ministers (Ushers) may be the first personal contact someone has with the Catholic church. They should pay special attention to anyone who is visiting, Catholic or non-Catholic. How the usher responds may well determine whether that person will one day become a member of the church or will walk away disappointed.

Even those who worship at the parish every week will find this a warm welcome is a true gift and an aid to entering into the spirit of celebration at Mass. Welcoming people and making them feel at home is one way ushers help to build up the church. This is a vital element in creating a sense of community for worship. A friendly and welcoming usher can make the love of God apparent to people as they arrive.

The Communion Procession:

- While one usher directs the communion procession with warmth and gentleness, the other usher should position himself towards the returning end of the procession so as to be able to observe the communion process without being in their way.
- Ushers should also be quick to determine if anyone requires the priest or Eucharistic Minister to approach the seat of persons requiring special needs.
- Careful attention should be given that the people actually consume the host and not place them in their pockets.
- The other usher assigned to the west wing should check the choir loft for people desiring to receive communion. He/she then informs the Eucharistic Minister assigned to the “cry room” and directs him/her to the choir loft.

The Concluding Rites:

- With the beginning of the final hymn or the instrumental postlude, go to the doors and see that they are propped wide open. Be careful when opening doors to ensure no one is on the other side as you swing out the doors.
- Be available at each door to place bulletins in the hands of those departing.
- Provide assistance for anyone disabled, and wish all a pleasant good-bye. Remember, this is your final opportunity to bring pleasure to their Sunday experience.
- Check all pews for any liter or articles left behind, if found, place them in the closet, or if valuable in the sacristy.

Pick up all bulletins left behind and arrange prayer books. In general, see that all is in good order for the next service.

Gathering the Collection:

- After the Creed, gather in the rear of the church and there participate in the general intercessions.
- As people are being seated after the general intercessions, take the baskets and begin the collection immediately. Make sure the other Usher and yourself are approaching the front of the church in unison so that the baskets can be passed quickly.
- Do not make change from the basket for anyone. Tell them to bring their donation the next week.
- The first step is to treat people with dignity as you collect their offerings. The spirit of hospitality demands that people should not feel they are being rushed.
- If someone decides to take out their check book and write a check, then politely tell them you will return so as not to delay the sequence. Never embarrass anyone.
- While the collection is being gathered, one usher left free for that purpose should see that the gift bearers are ready for the procession.
- When all the collection has been gathered into one basket, two ushers carries the basket to the rectory, for Sat. 5pm, Sat. 7pm, Sun 7am, & Sun 5pm places the collection proceeds in the drop safe provided in the Reconciliation Room.

The Eucharistic Prayer:

During the Eucharistic Prayer, there are no special duties for the ushers. The most important service you can offer to the assembly during this time is your own complete attention and prayerful involvement in the prayer itself. As always, of course, you must keep your eyes and ears open for any emergency situations, but other than that, your attention should be focused on the presider proclaiming the prayer.

Ushers' Duties:

Before People Arrive

- **Be there.** Remember God's people need you and are depending upon you. If you cannot attend Mass on the day and/ or time for your appointed service, it is your responsibility to find a substitute. Inform your Captain about it so that he/ she may help you get a substitute or ask someone to take your place. When you arrive, please let the Captain know you are there if you are assigned to a section of the church where he/she cannot easily see you.
- **Be at your best.** Look pleasant. Check your attire. St. Rose of Lima encourages it's Ushers to wear a coat and tie if possible. Pretend you are being invited to someone's house for dinner and this person is very important to you. Dress accordingly. Remember, you are often the first impression people get about the parish.
- **Arrive early.** At least 10-15 minutes before the time of service and check for any special instructions. Give a moment to silent prayerful preparation for your ministry.
- **Check your area for orderliness.** Straighten out bulletins and prayer and song books. Pick up any trash left from a previous Mass.
- **Check that collection baskets** are in place and have adequate numbers are available. See that the gift table is prepared and in place. This is usually the duty of the Captain who also assigns the Presenters of the Gifts. He should also check with the priest/ deacon if any reserved seats are required for catechumens, communicants and families celebrating anniversaries, etc. Have ready and at hand any participation materials that have to be distributed.

Ushers' Duties:

As the Assembly Gathers

- By the time people begin to gather for worship, everything should be neat and ready to welcome them.
- Ushers should be at all entrances people use, not just at the main doors.
- Make your first word a word of welcome and a smile to go with it. When you recognize newcomers, invite them to come in and help them feel at home, as if they were entering your own home.
- After your word of welcome, let your next word be a quiet suggestion that arrivals sit near the front and together with others. Bear in mind that you will always have to deal with regulars who want their "regular seat".
- When you lead people up the aisle, walk slowly or you will lose them. Do not merely point out a seat, but lead people there personally. If you must go ahead and scout out any open seats, you may walk ahead and then gently direct them to the open seats. However, never touch anyone for any reason.
- If it is your responsibility, the welcoming period is a good time to enlist those who will carry the gifts to the altar.
- When it is time for the celebration to begin, allow the last-minute arrivals to take care of themselves, cease all movement and go to your stations.
- Be sure that everything *you do* and *do not do* contributes to the reverent quiet that should prevail during Mass. Ushers should pay special attention to the volume of their voice when communicating with other ushers, so as not to be a distraction to the worshipers.

- The Ushers should have a place. It should be furnished so that they can readily assume the postures of the assembly: sitting, kneeling, standing with the community throughout the assembly. Remember, you came to worship too. There are Reserved Signs in the closet at the main entrance of the church. Use these signs to reserve your seat for your own worship.

During the Liturgy of the Word:

- An Usher may stop late arrivals from disturbing the praying and listening assembly by standing firmly at the aisle.
- Where seating for latecomers is not available, request quietly that they wait for the earliest opportunity to be seated in a manner that is not distracting.
- If there is a pause after the first reading and the responsorial psalm, then you may seat them quickly. But, in general, wait until the creed to seat late comers.
- If someone insists on entering during the liturgy of the word, then there is not much you can do, of course. Trying to stop them would create more of a disturbance than their entry would.
- If the church is full direct late comers to go to the choir loft. Suggest that they go around the outside so as not to disturb others.
- The Usher/s assigned to the East Wing should attend to the people in the choir loft if there is no usher assigned to that station. This would include going up for the collection.