

Hospitality is an important part of our outreach as a church and provides a setting in welcoming newcomers as well as longtime community members. The ministry of **Usher** is a very important component to living out our Parish Mission Statement, *"To know Christ better, live as He calls us to live, and make Him better known"*.

Our duties as Usher include, but are not limited to:

1. Attendance
2. Seating
3. Safety
4. Collection
5. Information

Each of these is described in greater detail below.

1) Attendance – You will be scheduled to serve at a particular Mass. We depend upon you!! Please show up 20 minutes before your assigned Mass. Arrive at least 20 minutes before Mass, sign in, and wear "Usher" badge or cross (which will be available). Remember to return the badges after Mass. If you cannot be there, for personal reasons, it is **YOUR** responsibility to find a trained substitute by contacting other ushers. You have the schedule with telephone numbers.

Introduce yourself to the Liturgical Coordinator and let him/her know that you are the usher for the Mass.

The Liturgy Coordinators are:

Week 1	Week 2	Week 3	Week 4	Week 5
Lisa Schibler Michael Schibler	Violet Cargill Mario daSilva	Myrna Musni Tony Musni	Hardy Lipscomb Mary Lipscomb	Will be scheduled

2) Seating – Hospitality dictates that we offer guests a seat when they visit our homes and it is no different during Sunday Mass. We welcome people to Mass by making sure that they have a seat. Please ask EVERYONE if they would like assistance in locating a seat; this takes place prior to Mass and during natural "breaks" during Mass. Some of these natural "breaks" are during the transitions between readings, during the Collection and during Communion. Please do not force people to take a seat if they choose to stand – just be sure to ask.

Please ask people to refrain from standing in front of the "Cry-room" windows and exits.

Please assist, as needed, those in wheelchairs or who are having difficulty walking.

3) Safety – Be attentive to the needs of the community and be prepared to minister to the needs quickly and with the least amount of distraction.

C. **Fire:**

- a. **St. Elizabeth Seton** - The building has a fire sprinkler system. Additionally there are 7 Fire extinguishers (ABC Type). Fire extinguishers (2) are located in the hallway of the Meeting Room side of the building, (1) is in the Eucharistic Chapel, and (4) are located in the Office side of the building. Take the time to learn where these life safety appliances are stored and how to use them in an emergency.

4). **Collection/Gifts -**

- a. **Collection Baskets**
- Ensure baskets are in proper places, including at the Presider's chair.
 - St. Elizabeth collection baskets (round for first collection and green rectangular for second collection) are placed on the floor next to the front pews and the middle pews with a green dot. The front pew basket stops at the red dotted pew.
- b. **Collection Crosses**
- **St. Elizabeth** Collector Crosses are on the vestibule cabinet farthest from the office.
 - **Maps** of the stations are next to the Crosses.
 - The remaining Crosses should be distributed five minutes before Mass.
 - Ensure Crosses are returned for use in the next Mass.
 - altar. At St. Elizabeth, all step back from the altar and bow.
- d. **Persons with Disabilities**
- Recognize persons with physical needs and see whether they would like to receive Communion at their seats.

5). **Information**

- a. **Wheelchairs:**
- St. Elizabeth Seton – In the Office
- b. **Listening Devices:**
- St. Elizabeth Seton – In the Office

Please make sure that ALL doors and windows are closed during Mass.

6). During Mass:

- **Procession (start) and Recession (end of Mass)** - Ensure procession areas around the center doors and baptismal font (at St. Elizabeth) are clear.
- **Liturgy of the Word at St. Elizabeth** - request late-comers to remain in the vestibule and enter through the side, grotto doors to the rear aisles and their seats between readings or when other appropriate movement is happening during liturgy.
- **Collection**
 - a. Collection (first and second, if applicable) is immediately started after the Prayers of the Faithful.
 - b. **Second Collections at St. Elizabeth Seton:**
 - a. Begin First Collection (round basket) in each sub-section
 - b. ***Begin Second Collection (green rectangular basket) AFTER the round basket has made it to through ALL sections.*** This procedure will help us to keep the First and Second Collections separated.
- **Family or Individuals for the Offering of the Gifts**

The gifts are taken up to the priest after the first collection is completed. Second collection may still continue.
- **Communion**
 - a. Inform Eucharistic Ministers of persons wishing to receive Communion at their places.
 - b. Ensure bulletins are placed by the exit doors.

7). Conclusion of Mass

- a. After the last blessing and before the recession, open the doors at the rear of the assembly room.
- b. Station hospitality ministers at the front and rear doors to thank members for coming to Mass and to assist in distributing bulletins and collecting song books.
- c. Assist visitors by courteously answering their questions and referring them to the Liturgy Coordinator or office staff for further information. If possible, introduce any prospective new members to the office staff. Assist in passing out any additional literature or referring people to sign up sheets, displays, etc. Be familiar with sign-up sheets and displays in the vestibule.

- d. Collect all worship aids and Missalettes from the pews at your station and replace them at the entrances.**
- e. Ensure that trash from the pews is picked up as well.
- f. Worship aids are discarded at the 6:30 Masses.
- g. Worship aids are set-up at all the entrances 20 minutes before Mass by Ushers and Greeters.
- h. Place bulletins on the counter outside the Sacristy in St. Elizabeth.
- i. Ensure Collection Crosses have been returned.

Thank you very much for answering the call to serve our community!!

Dcn. Gary Wortham