

FOR ALL PARISH LAY MINISTRIES GENERAL GUIDELINES

Hospitality Usher

The Usher is the person responsible for Hospitality to welcome people and ensure that everyone is cared for during the Mass, in addition to collecting the Sunday offerings.

- Arrive half hour before Mass
- Keep using the COATS that have been provided for you. Those who do not wear them, make sure that you do!
- Do not serve the community ever in “shorts” or flipflops. Do not ask anyone who is in shorts to be an usher (even in an emergency) or to bring the gifts to the altar.
- Remember to rope off the center aisle once Mass has started
- Late comers to sit in Church by walking through the side aisles. Never during the Gospel or the Consecration.
- Greet and Sit visitors
- Be attentive during Mass for the needs of those in Church. As an usher, you are there to assist the community, e.g. if someone is ill let someone know to call 911, bring water and provide person with air space (if necessary),
- If someone needs communion taken to their pew, let the Extraordinary minister or Deacon know.
- Provide visitors with parish information when asked
- Hand-out weekly bulletin and other material
- Prepare for collection

- Choose the family that will take the Offerings
- Select the family that will bring up the Vocational Chalice
- Coordinate the Mass procession
- Make the collection, do not give change from the basket if someone asks. Do not touch the money in the basket as others may have a different impression of your gesture.
- Put the First collection in the tamper bag labeled "First collection", sign the tamper bag (2 ushers must sign), sign the tamper bag control sheet, with signatures and initials.
- Second collection do the same
- Take donation basket to the altar by the Ambo
- Count the number of attendees for each Mass
- **Usher stations:** 2 Ushers on the front side and 2 in front door

LECTORS AND COMMENTATORS:

- Arrive 15 minutes before Mass begins
- Sit in the designated pew – reserved only for ministers serving at that Mass
- Speak clearly and slowly when proclaiming the Word
- Wait until the Cantor has bowed and reached the Choir before starting the Second reading
- When you finish the reading, finish with conviction: "The Word of the Lord". Do not let your voice die down.
- **Commentator** do not begin the parish announcements until the priest has stored the Eucharist in the tabernacle and is sitting down.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- Do not congregate in the Sacristy. One minister should pick up all the medallions required for that specific Mass and give each minister his/her medallion as each arrives at Church.
- All ministers should stand by the doors welcoming the assembly until 5 minutes before Mass starts.
- Ministers who distribute Communion on the Choir side should go to the North door and those who distribute on the Blessed Mother side to the South door.
- Ministers who distribute Communion in the Center, should go to the front door.
- Five minutes before the Mass, all ministers assemble for the procession at front door.
- Only priest, deacon or acolyte can purify the vessels. Leave all vessels on the credenza (table by the wall) or on the altar (depending on the celebrant's request). NEVER PLACE a purificator inside the chalice; place it on the side.