



WEST FORK CATHOLIC COMMUNITY
Immaculate Conception Catholic Church-Moville
St. Michael Catholic Church-Kingsley

USHER/HOSPITALITY MINISTERS INSTRUCTIONS

As an USHER/HOSPITALITY MINISTER you have chosen to be a REPRESENTATIVE of our parish. Your primary duties will be to welcome the people as they enter, to help find seating, to take up the collection, and to assist with distributing bulletins and preparing the worship space for the next Mass (putting away song books, removing any 'trash' from the pews, etc.) Often times you will be one of the first persons the people who are coming to Mass will meet. Most times they will be fellow parishioners. However, there will be some people who are from "out of town" who are visiting our fine parish. There may be some who have not been to church in awhile and there may be people who are coming to the Catholic Church for the first time in their lives. Thus, they all need to feel welcome to come in and worship with us. It will often be dependent on your greeting and welcome that will determine whether people will worship well or not and what kind of impression they will have of our parish. The FIRST IMPRESSION is so important.

Before Mass

- The best USHER/HOSPITALITY MINISTER is one who is well prepared and knows the ministry he or she is to carry out and participates in the celebration of the Eucharist (singing, responding, etc.).
- Please find a substitute if you are unable to serve when you are scheduled.
- Be rested and dress well.
- Arrive 15-20 minutes before Mass (20-30 minutes before Funerals and other special Masses such as Holy Week) to be ready to greet people, to recruit gift bearers, to assist setting up extra chairs, to assist with putting out "Reserved" signs, to hand out programs, and/or to assist with other special arrangements as needed.
- As people begin arriving, please greet each with a friendly "Hello," "Good Morning," "Welcome," or whatever is appropriate. You may also need to help people get into church, such as hold doors or assist people in wheelchairs.
- You may have to show people to their pews, especially if they arrive late and have a hard time spotting a place to sit. In this case, invite them to follow you to a pew. Please lead them up the aisle to a pew that is relatively empty. This may mean leading them to near the front of the church. There is no need to crowd people into pews. When you arrive at the pew you wish to seat them in, place your hand on the top of the pew ahead of the pew you wish to seat them in. The people then can bow to the altar or genuflect to the tabernacle and enter the pew. When they have entered their pew you may simply return to the entrance of the church. There is no need for you to bow before or after showing someone to a pew.

During Mass

- Remain near the inner doors of the church to welcome any late comers and to participate in the celebration in song, responses, etc. Please politely hold people from entering when the entrance procession of ministers has begun to prevent any interruption in the procession.

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Once the Presider is processing up the aisle, you may allow the people to proceed.

- For the collection, each usher needs to have two baskets. After the Preparation of the Gifts Hymn is announced, please proceed to the front pew, bow, and begin passing the baskets. When all the people have had a chance to place their offering in a basket gather the collection into the one basket and then immediately give it and the bread and wine to the Gift Presenters so they can carry them up to the altar. In case, there are no Gift Presenters, you may draft a family or individuals. **ONLY** if there are no Gift Presenters available, you may present the gifts yourselves. When the Gift Presenters arrive at the altar, the Presider will be there to take the collection, wine, and bread from them in that order. They will then bow together and return to their places.
- During the Eucharist Prayer, please kneel [unless you have a physical disability] using the kneelers behind the last pew.
- At Communion time, you may help “direct traffic” for smooth flow and since you will usually be the last one in line, you may need to inform one of the Ministers of Holy Communion if there are any people who need to receive Communion who could not walk up to Communion due to physical difficulties if they are sitting in the last pew. (Before Mass you can direct these people to sit in the front pew if they are willing.)
- As the Recessional Song ends the Presider will hand you the bulletins for you to hand them out.

After Mass

- You may need to help put song books back on the pew holders, help some people out of the church, and/or to collect any debris, trash, “Reserved” signs, etc. to keep the church looking neat.
- You are then free to go!

Final Reminder: as an USHER/HOSPITALITY MINISTER you should be familiar with the facilities of the church building in case someone needs to use the restrooms or needs to be directed to the sacristy or any other room in the facility.

Thank you for serving as an USHER/HOSPITALITY MINISTER!

4 June 2015