

# Hospitality/Usher Orientation and Guidelines

Revised 7-28-22

## Opening Prayer:

*"Loving and Gentle Lord, open my eyes that I may see Your face in every person that I meet. Open my ears that I may know Your voice. Open my hands that I may now give without counting the cost. Open my heart that I may love without conditions. Open my life to Your will that I may surrender with Faith, Hope, and Compassion. Open my mouth that I may speak words of truth and life forever. Amen."*

## Commission of Hospitality/Usher Representatives:

The way we approach the Liturgy should be with an attitude of hospitality and welcome. That means that everybody who comes feels very welcome. Every hospitality/usher representative as well as every parishioner has to make intentional choices to be hospitable and welcoming. Ultimately, hospitality is part of our universal call to evangelization; that is to share the good news of salvation. Evangelization happens most powerfully within the context of relationships and those relationships are built and nurtured foremost in the parish. Thus, an effective parish must be a welcoming parish, and a welcoming parish is an evangelizing parish. Opportunities abound to reach out and welcome people in everyday parish situations, but one must recognize and seize these opportunities. The hospitality/usher representatives at Saint Nicholas of Myra are many people's first exposure to the Good News in action.

*"All guests who present themselves are to be welcomed as Christ, for He Himself will say: 'I was a stranger and you welcomed Me.'" (Matthew 25: 35)*

## St. Nicholas of Myra Guidelines for Hospitality Ministry

\*Arrive at church at least 30 minutes before Mass. Keep an eye out for areas of concern like ice in front of the church doors during the winter or a problem in one of the bathrooms . This is your house of worship. So if you see a problem please take care of it or inform Father, the Deacon, or let Ramona know the following Monday.

\*Be aware of the location of the information center, events board, prayer chain request box, parishioner helping parishioner donation box, lost and found, wheelchair, and hearing devices. Be aware that new parishioner registration forms are found online.

\*Always smile and make eye contact. Be “hospitable” to all who enter, including children. You are the face of St. Nicholas Parish. Stand near the doors that lead into church and open the doors and say hello, welcome, or some other hospitable greeting.

\*Greet parishioners by name if possible. Introduce yourself and try to learn names.

\*Use children as greeters too; please make sure they understand their mission

\*Be aware of the parishioners attending mass who are trained in medical emergencies/emergency preparedness. Take note as to where they are sitting in case an emergency arises. (Note: Hospitality/Usher representatives are in charge during all emergencies: medical, severe weather, fire, bomb threat, physical threats. Please be aware of your duties during these emergency and non-emergency situations. Please read Saint Nicholas’ emergency plan posted in the back sacristy above the ministry postings).

\*Be aware if ushers are needed to assist with seating (if people are standing in the back of the church). Have the ushers gently ask people to move to the center of the pews or have them set up more chairs when necessary.

\*Once Mass is ready to begin, take your seat in the reserved pew at the back of the church designated for hospitality/ushers. Monitor the congregation during Mass and offer assistance if the need arises.

\* At the offertory, retrieve the four baskets located underneath the table of gifts in the back. Hospitality representatives take the baskets to the front of each aisle, bow to the altar uniformly, and then pass the basket(s) to the individuals in the front pew of each section. Smile at parishioners while passing the collection baskets. As the baskets reach the back pews, retrieve the baskets and put the collections from all four baskets into the larger, round wicker basket. Give the larger, round basket to one of the gift bearers.

\*Remind families bringing up the gifts to bow to the altar to show reverence after the priest has received the gifts; they are making an offering to God for the entire faith community (Please note, the gift bearers have been asked to notify the hospitality representative once they have arrived at Mass so the hospitality representatives will know whether to find a replacement family or take up the gifts themselves).

\*After Communion, get the bulletins located on the counter from the vestment sacristy (back sacristy).

\*Once the closing prayer begins, open the doors to the gathering space. Stand at the church sanctuary exit/entry door and pass out bulletins greeting parishioners as they come by. When

finished, return extra bulletins to the back sacristy or, if after 11:00 a.m. Mass, place them on the wooden table located in the gathering space next to the middle entry door to church.

\*Close the doors between the gathering space and sanctuary.

\*\*If you are unable to be a hospitality/usher for your assigned Mass, please find a substitute at [snicksministry@gmail.com](mailto:snicksministry@gmail.com). Terri Braun will send you a list of substitutes that you can call.

**“Above all, hold unfailingly your love for one another, since love covers a multitude of sins. Practice hospitality ungrudgingly to one another.” 1 Peter 4:8-9**