

Catholic Community of the Blessed Trinity Guidelines for Ministers of Hospitality

Greeters/Ushers' Prayer

Lord Jesus, you welcomed all who came into your presence.
May I reflect that same spirit through this ministry of hospitality.
May your light shine in my heart this day.
Remove from me anything that would stand in the way of radiating your presence.
As people enter this Church to worship and praise you,
may they hear your voice in my words and see your love in my actions.
May my "welcome" reflect our joy at their presence
and my "farewell" encourage them to return soon. Amen.

Guidelines

- The purpose of the Ministry of Hospitality is to provide a warm spirit of Christian welcome to all people who participate in liturgical and sacramental celebrations at the Catholic Community of the Blessed Trinity.
- There will be 2 to 4 greeters/ushers at every weekend Mass. This number increases on special occasions, like Christmas and Easter.
- Greeters station themselves at the entrances to the Church
- Dress presentably and appropriately.

Before the Mass

- Arrive at least 15 minutes before Mass.
- Offer a pray before you begin your ministry.
- Station yourself at an entrance.
 - Offer warm greeting and welcome as people arrive.
 - Offer people the weekend bulletin.
 - Assist in opening the doors for people who use canes, walkers, and/or who carry medical devices, like an Oxygen tank.

During the Liturgy of the Word

- Wait for people to get settled for the Liturgy of the Word.
- Whoever is assigned to count the attendance, please do it discreetly that you may not disrupt people's attentiveness during the Liturgy of the Word. Include in the count, the ministers in the sanctuary, and the organist.

- Write down the count on the forms provided for such use. The form goes into the collection basket.

During the Offertory

- Start the collection from the front pews. This will provide visibility so as to alert people in the pews.
- All first collections are combined in basket 1, and the second collection in basket 2.
- Order when bringing the gifts to the Altar:
 - Bread and Wine
 - Gifts for the Poor, if any
 - Collections in the Baskets.
- Starting the weekend of January 17-18, be aware of new collection procedure during the Offertory.

After the Mass

- If you are the two lead ushers, take the collection baskets from the sanctuary and handle the collection in the Sacristy following diocesan regulations.
- Personally hand over the collection in tamper-evident bags either to Father Edison or Sandy Stadtmueller (4:30 PM Mass).
- If you station yourself at an entrance as people leave, do thank them for coming and encourage them to return to join us at the next liturgical or sacramental celebration.