



**Purpose of Ministry:**

People experience the presence of Jesus Christ in the world through the ministry of the church. The first task of the parish community is to reach out to all people in Christian love and service. Christian hospitality draws people together, opens them to participation, and sets the tone for the liturgy. The ministry of hospitality is crucial because it is so visible in the Church. Certainly the attitude, conduct and even the appearance of the minister of hospitality directly affects, either positively or negatively, the experience of the faithful at Mass.

The **Usher Ministry** is four-fold.

- The **first** and foremost is to welcome parishioners and visitors to our church by greeting them as they arrive.
- The **second** is to take up the weekend collection, at offertory, during the Mass.
- The **third** is to safeguard the weekend collection by utilizing the safe in the Adoration Chapel at the St. Martin.
- The **fourth** is to attend training sessions and provide assistance to all ushers with procedures.

The **Greeter Ministry** (currently St. Martin Campus) is three-fold:

- The **first** and foremost is to welcome parishioners and visitors to our church by greeting them as they arrive.
- The **second** is to attend training sessions and provide assistance to all greeters with procedures.
- Thirdly, Greeters are asked to position themselves at the 3 doors of the Parish Life Center 30 minutes prior to Mass to greet the parishioners/guests and guide them to the stairs, elevator, restroom, St. Martin Church, or whatever the need. *Your duties are before Mass only.* The ushers will continue to perform their usual responsibilities.

**Qualities of the Hospitality Ministers**

Those who desire to serve as Ministers of Hospitality should be active and faithful members Mary Queen of Peace. They should be of godly character and reputation. Respect for others, discretion and appropriate decorum are the hallmarks of a minister of hospitality. Above all, ministers should be noted for their care to the assembly. These qualities are found in a mature Christian – qualities that transcend chronological age. Furthermore, the minister should be comfortable meeting and greeting others. They must always extend a sense of welcome to others and make them feel at home. Such qualities are a blessing, especially to the stranger in our midst.

**Requirements/Expectations of Hospitality Ministers**

- Greet and welcome the faithful as they gather for worship. Ministers of Hospitality should be at each of the entrances of the church. They should avoid congregating in only one area of the church, as well as speaking with their fellow ministers to the exclusion of those who are gathering for the liturgy.
- Dress in neat, clean, modest clothing – shirt, blouse, sweater, slacks, skirt or dress. No t-shirts, shorts, jeans, or flip flops. Attire should not draw attention to yourself.

**Schedule:**

Karen Otto, our Volunteer Scheduler, will provide a schedule (up to 3 months), along with a roster with contact information for each liturgical ministry. Communication will be provided via email from

VolunteerCoordinator@MQPCatholic.org, else via US Postal Service.

- Hospitality Ministers are scheduled to serve approximately once per month and are asked to volunteer on Holy Days. Ushers may serve both as Usher & Greeter and is noted on the schedule.
- When not scheduled, but attending mass, Hospitality Ministers are asked to check in before Mass to see if they are needed to serve.
- Please inform the volunteer coordinator via email if you need a sub, or have found a sub for your ministry so that the schedule can be updated accordingly.



### Before the Liturgy

- **Check in** by initialing your name on the Schedule posted at the back of church
- **Identify** yourself as Hospitality Ministry by wearing a name tag (located at the back of church)
- **Please arrive** at Mass at least 20 minutes prior to Mass time to greet parishioners/visitors and look for any special instructions/special collections for the Mass. \*\*All special collections are done immediately following Holy Communion unless otherwise noted.
- **St. Martin:** Before the 8:00am Mass, please make sure the projection system is turned on in the basement of the church for families with young children, disabilities, and overflow. Typically, the Sacristan will do this.
- **Open windows** / turn on air conditioning (St. Walburga) if necessary.
- **Greet parishioners and visitors** as they arrive
- The first usher listed on the schedule is responsible to Invite a family to take the gifts and collection forward at offertory. The more people we get involved, the more vibrant our parish will be. **If at all possible, ushers should not bring the gifts/collection forward.**
- **Assist** in finding available seating for people if church is full
- **Seating** for Ushers SHOULD BE at the back of church to assist latecomers.
  - Seat latecomers with as little disturbance as possible

### During The Liturgy

During the liturgy, Ushers should assist with the following:

- At the conclusion of the Prayers of the Faithful, collect the offerings of the people. Both the faithful and the offerings are to be treated with utmost dignity and reverence. The faithful should be given adequate time to deposit their gifts during the collection.
- (4) Ushers should proceed to the front of church, bow facing the Tabernacle and begin the collection
- St. Martin: proceed to the "wings" first, and then to the main church seating
- St. Martin: remember to have an usher visit the basement at Offertory if there are people seated there, to gather the weekend collection from them.
- Assist those who will be taking up the gifts in the procession for the Preparation of the Gifts.
  - Large Ciborium, cruet with water and wine
  - Large Wicker Basket: Place the cash and envelopes in the tamper proof bag provided and marked for the Mass. **REMOVE THE SEAL AND FOLD OVER AT THE TOP ONLY.** Please do not fold bags in half. Place in basket and bring it forward when the gifts are sent forward. Bag **MUST** be sealed before procession.
- Notify the Extraordinary Ministers of Holy Communion if there are people in the back of church that need to have Holy Communion brought to them.

### After the Liturgy

- Ushers should distribute the parish bulletins at the back of church and the East entrance at St. Martin and any other pertinent materials at the conclusion of the Liturgy.
- Ushers should be available to assist those with special needs.
- Ushers should assist preparing the worship space for the next liturgy, making sure it is well organized and inviting by raising kneelers and collect articles left behind in the pews.
- If last Mass of the day, close the windows and ensure all the lights have been turned off and all doors locked.

**\*\*\*St. Martin Campus Ushers** — Please make sure a supply of bulletins are placed in the plastic bin outside the main church door at St. Martin after the 10:00am Mass on Sunday. This allows parishioners who were absent for our weekend Masses to still obtain a bulletin and keep up-to-date on information.



**COLLECTION:**

Please make sure to place both bags (Regular collection and Children's collection) in the safe after Mass whether they are used or not. Per parish policy and for your protection, 2 people should accompany the collection to the safe.

- After Mass, take both the regular collection and children's collection into the sacristy to obtain a key for the safe—the key is attached to a red and white float (boat key float/bobber) and can be found on the cabinet in the sacristy
- Unlock the closet housing the safe
- Place the money bags into the opening at the top of the safe
- Turn tumbler knob until you hear the bag drop to the bottom of the safe
- Relock closet door
- Return key to the sacristy at St. Martin

**St. Walburga Campus Ushers**

The collection must be transported to the safe in the Adoration Chapel immediately following Mass (code for the door is 531). The key for the closet (where the safe is kept) on top of the cupboard (West side of Sacristy) at St. Walburga (red/white float with single key). Once the collection is deposited into the safe, the key can be placed on the cupboard in the St. Martin Sacristy—you do not need to take it back to St. Walburga.

**St. Martin PROJECTION SYSTEM**

Ushers should also be knowledgeable regarding our projection system located in the church basement of St. Martin. Typically, the Sacristan will set up before 8:00 mass, but you are asked to shut it down after 10:00 mass.

Procedure for set up follows (reverse to shut down)

- Pull large screen down from the wall
- Turn power of VCR located in the kitchen in the basement (southeast corner) (take an immediate left when you enter the kitchen)
- Turn power on projector by pressing the power button
- Turn sound on by flipping the switch in the closet just to south of the women's restroom