

MINISTRY OF HOSPITALITY



CHURCH OF THE
RESURRECTION

CHAPEL OF THE
ASCENSION
TAMPA, FL

BACKGROUND

THERE ARE DIFFERENT KINDS OF GIFTS BUT THE SAME SPIRIT. THERE ARE DIFFERENT KINDS OF SERVICE, BUT THE SAME LORD. (1 COR. 12:4-5)

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.

EVERY CHRISTIAN IS CALLED TO MINISTRY AND GIFTED BY THE HOLY SPIRIT. THIS CALLING IS ROOTED IN OUR BAPTISM. BY MEANS OF OUR INITIATION INTO THE CHURCH AND STRENGTHENED BY GRACE, GOD EMPOWERS EACH PERSON WITH THE RESOURCES FOR MINISTRY. THE MINISTER OF HOSPITALITY IS EQUIPPED FOR THIS MINISTRY BY THE GIFTS OF THE HOLY SPIRIT. THESE GIFTS MAKE THAT MINISTRY EFFECTIVE AND ENABLE THE MINISTER TO BUILD UP THE BODY OF CHRIST. IN THEIR WELCOME AND CHRIST-LIKE ATTITUDE, MINISTERS OF HOSPITALITY ENSURE THAT THE FAITHFUL SEE AND EXPERIENCE THE LOVE OF CHRIST. 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.

CONSCIOUS OF THIS VITAL MINISTRY AND ITS SIGNIFICANCE FOR THE FAITHFUL, SOME PARISHES HAVE CREATED A SEPARATE MINISTRY OF GREETERS TO HELP CREATE A SENSE OF WELCOME AND HOSPITALITY. BECAUSE OF OUR SIZE AT COTR, WE SEEK TO BROADEN THE ROLE OF USHER TO INCLUDE ALL THE SERVICES OF HOSPITALITY.



3

QUALIFICATIONS AND RESPONSIBILITIES

QUALIFICATIONS OF USHERS AND GREETERS INCLUDE

1. PRACTICING MEMBER OF THE PARISH, I.E. IS ATTENDING MASS REGULARLY.
2. THOSE WHO DESIRE TO SERVE AS MINISTER OF HOSPITALITY SHOULD BE ACTIVE AND FAITHFUL MEMBERS OF THE CHURCH. 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.
3. 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
4. WILLING TO FOLLOW THE DRESS CODE OUTLINED BY THE PASTOR FOR LITURGICAL MINISTERS SERVING IN THE LITURGY.
5. MAKES EVERY ATTEMPT TO ATTEND THE LITURGICAL FORMATION MEETINGS
6. COMMITS TO SERVING FOR A FULL YEAR AT A TIME (RENEWING EVERY ADVENT)

RESPONSIBILITIES OF USHERS AND GREETERS INCLUDE:

- BECOMING FAMILIAR WITH THE OPERATION OF THE PHYSICAL PLANT--LIGHTING, HEATING/COOLING, SOUND AND ALARM SYSTEMS; LOCATION OF THE REST ROOMS.
- KNOWING HOW TO RESPOND TO EMERGENCY SITUATIONS--LOCATION OF FIRST AID KITS AND FIRE EXTINGUISHERS; HOW TO CONTACT POLICE, FIRE, AMBULANCE.
- GREETING AND SEATING PEOPLE AND DISTRIBUTING WORSHIP AIDS.
- SELECTING PEOPLE TO CARRY THE GIFTS OF BREAD AND WINE TO THE ALTAR.
- GATHERING AND SECURING THE COLLECTION.
- HANDING OUT BULLETINS AT THE CONCLUSION OF SUNDAY MASS.
- SINGING, PRAYING AND ATTENTIVE LISTENING ALONG WITH THE ASSEMBLY.
- BEING READY TO ASSIST THE ASSEMBLY, ESPECIALLY THOSE WITH SPECIAL NEEDS, IN ANY WAY REQUIRED.
- PRACTICING TO CARRY OUT THESE RESPONSIBILITIES WITH CONFIDENCE AND DIGNITY IN THE SPACE WHERE THEY WILL SERVE.



PROCEDURES AT THE LITURGY

BEFORE THE LITURGY

- 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.
- ASSIST WITH THE SEATING OF THE ASSEMBLY BEFORE THE LITURGY BEGINS
- **THE GATHERING OF THE ASSEMBLY**

IT IS IMPORTANT THAT USHERS AND GREETERS ARRIVE EARLY ENOUGH TO ATTEND TO THE "HOUSEKEEPING" TASKS DESCRIBED ABOVE SO THAT THEIR FULL ENERGY CAN BE DEVOTED TO THE GATHERING OF THE ASSEMBLY. THE MOMENTS WHEN PEOPLE ARE ARRIVING AND GATHERING IN THE CHURCH ARE PERHAPS THE MOST IMPORTANT TIME FOR MINISTERS OF HOSPITALITY. PLEASE GREET PEOPLE AT THE DOOR AND WELCOME THEM IN THE NAME OF CHRIST. IN SOME PARISHES USHERS FULFILL THIS FUNCTION. IN ANY CASE, A SMILE OR A FRIENDLY "HELLO" SHOULD GREET EVERYONE WHO ENTERS SO THAT ALL FEEL WELCOME

DURING THE LITURGY

MINISTERS OF HOSPITALITY ARE PART OF THE WORSHIPPING COMMUNITY. AS SUCH, THEY ARE TO PARTICIPATE FULLY IN THE MUSIC, RESPONSES, AND PRAYERS OF THE LITURGY. AT TIMES, HOWEVER, THE SPECIAL DUTIES OF THE MINISTER MAY LIMIT HIS OR HER ABILITY TO PARTICIPATE. YET, EVERY EFFORT SHOULD BE MADE BY THE MINISTERS OF HOSPITALITY TO BE MODELS OF PARTICIPATION IN THE WORSHIP OF THE CHURCH.

DURING THE LITURGY, MINISTERS OF HOSPITALITY SHOULD ASSIST WITH THE FOLLOWING:

- THE SEATING OF LATECOMERS WITH AS MUCH HASTE AND AS LITTLE DISTURBANCE AS POSSIBLE. MANY PARISHES SEAT LATECOMERS WHEN THERE IS A BREAK IN THE LITURGY, E.G., AT THE CONCLUSION OF THE OPENING PRAYER OR AT THE CONCLUSION OF THE FIRST READING OR RESPONSORIAL PSALM.)
- 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.
- APPOINT (WHERE APPROPRIATE) AND ASSIST THOSE WHO WILL BE TAKING UP THE GIFTS IN THE PROCESSION FOR THE PREPARATION OF THE GIFTS.

- **DIRECT THE COMMUNION PROCESSION IN AN ORDERLY MANNER.**
- **BE AWARE OF THE PLACEMENT OF FIRST AID SUPPLIES AND AN EMERGENCY TELEPHONE IF THE NEED SHOULD ARISE.**

FOLLOWING THE CONCLUSION OF THE LITURGY

Ministers of hospitality should distribute the parish bulletins and any other pertinent materials at the conclusion of the liturgy. They should also be available to assist those with special needs. Finally, they can assist in following up with visitors making sure they are invited to fellowship.

TRAINING AND INSTALLATION

It is desirable to commission ministers of hospitality at COTR for a specified period of time. This allows the ministers to evaluate their service and determine if they wish to continue to participate in this ministry or perhaps change to another ministry at the end of their term. As with all liturgical ministries, it is best for the individual and parish if a person serves in only one liturgical ministry at any given time.

FORMATION

OBVIOUSLY IT TAKES TIME AND PRACTICE TO BECOME AN ACCOMPLISHED USHER OR GREETER. ON-GOING

FORMATION THAT DEVELOPS SKILLS AND ENCOURAGES SPIRITUAL GROWTH IS JUST AS ESSENTIAL AS ADEQUATE TRAINING AND WILL BE OFFERED QUARTERLY BY OUR PARISH.

FORMATION FOR USHERS AND GREETERS INCLUDES:

- **UNDERSTANDING THE STRUCTURE AND MEANING OF THE MASS.**
- **UNDERSTANDING THE IMPORTANCE OF SYMBOL AND RITUAL IN CATHOLIC WORSHIP.**
- **DEEPENING REVERENCE FOR THE PRESENCE OF CHRIST WITHIN THE CHRISTIAN COMMUNITY.**
- **DEEPENING PERSONAL PRAYER, ESPECIALLY PRAYING WITH THE SUNDAY READINGS AND THE PRAYERS OF THE MASS.**
- **SCRIPTURE STUDY TO FOSTER A GREATER LOVE FOR GOD'S WORD**

RESOURCES

Guide for Ushers and Greeters, Lawrence E. Mick (Chicago: Liturgy Training Publications, 1997).

Liturgical Ministry: A Practical Guide to Spirituality, Donna M. Cole (San Jose: Resource Publications, Inc, 1996).

The Ministry of Hospitality, James A. Comiskey (Collegeville: The Liturgical Press, 1985).

DRESS CODE

FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION, GREETERS AND LECTORS

FR. KEVIN WOULD LIKE ALL MINISTERS SERVING IN THE SANCTUARY TO OBSERVE THE FOLLOWING DRESS CODE:

- **NO EXCESSIVE METALLIC ORNAMENTATION – AKA “BLING-BLING.”**
- **PANTS AND SHIRTS SHOULD COVER THE STOMACH. SKIRTS AND DRESSES NEED TO BE A RESPECTABLE LENGTH – TO THE KNEE. SHOULDERS SHOULD NOT BE BARE. CHESTS SHOULD BE COVERED APPROPRIATELY.**
- **BLOUSES AND SHIRTS SHOULD BE TUCKED IN UNLESS THEY ARE THE JACKET TYPE.**
- **NO JEANS ON SUNDAYS OR SOLEMNITIES – JEANS ARE OK ON WEEKDAY MASSES ONLY.**

WE SHOULD DRESS APPROPRIATELY TO SERVE IN THE SANCTUARY BUT NOT DRAW UNDUE ATTENTION TO OURSELVES. LET US HONOR THE LORD BY FOLLOWING THIS CODE PLEASE. THANK YOU.

MINISTERS SHOULD BE IN THE CHURCH AND SIGNED IN AT LEAST 20 MINUTES BEFORE THE START OF THE MASS AT WHICH THEY ARE TO SERVE. PLEASE RESPECT AND FOLLOW THE PASTOR’S DRESS CODE; IT IS REQUIRED.



TIPS AND SUGGESTIONS

ALMOST EVERY MINISTER STRIVES FOR EXCELLENCE. MOST WANT TO BE THE BEST THEY CAN BE, AND PUT A LOT OF EFFORT INTO DOING THEIR JOB WELL. HERE ARE SOME SUGGESTIONS THAT WILL HELP MINISTERS STRIVE FOR EXCELLENCE.

1. FOCUS ON THE RIGHT THINGS. SOME MINISTERS CAN LOSE FOCUS WHEN THEY SERVE. MAYBE THEY ARE NERVOUS, OR WORRIED ABOUT GETTING THINGS RIGHT. THE FOCUS OF OUR ATTENTION IS THE BODY OF CHRIST! TRY TO MINIMIZE ALL OTHER DISTRACTIONS AND FOCUS ON HIM.

2. SMILE. THIS SEEMS LIKE SUCH A TRIVIAL THING, BUT IT IS IMPORTANT. IT MIGHT EVEN BE CONSIDERED AN ACT OF REVELATION. THE LITURGY, AS YOU KNOW, IS TWO PARTS: WORD AND EUCHARIST. COMMUNION SHOULD LOOK AND FEEL AS IF WE'VE JUST HEARD GOOD NEWS. AS MINISTERS, WE NEED TO WORK HARD AT PRESENTING A PLEASANT AND INVITING SMILE, REVEALING GOD'S LOVING FACE TO EACH COMMUNICANT.

3. BE A TEAM PLAYER. SOME SUNDAY, ONE OF YOUR FELLOW MINISTERS IS GOING TO WIND UP IN THE WRONG PLACE. IF ALL MINISTERS TAKE RESPONSIBILITY FOR LOOKING OUT FOR EACH OTHER AND WORKING TOGETHER, MINOR DIFFICULTIES WILL GO COMPLETELY UNNOTICED. BUT IF, AS SOMETIMES HAPPENS, WE LET INCONVENIENCES FLUSTER AND FRUSTRATE US, THE LITURGY WILL BE DISRUPTED. AN EASY AND RELAXED ATTITUDE HELPS EVERYONE DO A BETTER JOB.

GLOSSARY OF LITURGICAL TERMS

ALB: THE WHITE GARMENT COVERING ONE'S STREET DRESS.

ALTAR: A TABLE ON WHICH THE SACRIFICE OF THE MASS IS OFFERED. IT IS THE CENTER OF IMPORTANCE IN THE PLACE WHERE THE MASS IS CELEBRATED. ALSO CALLED: THE TABLE OF THE LORD.

AMBO: THE PLACE WHERE SCRIPTURES ARE PROCLAIMED (AVOID TERM 'PULPIT')

ASPERGILLUM: A VESSEL OR DEVICE USED FOR SPRINKLING HOLY WATER. THE ORDINARY TYPE IS A METALLIC ROD WITH A BULBOUS TIP THAT ABSORBS THE WATER AND DISCHARGES IT AT THE MOTION OF THE USER'S HAND.

BOAT: METAL CONTAINER TO HOLD INCENSE.

BOOK OF THE GOSPELS: BOOK USED BY PRIEST OR DEACON TO PROCLAIM GOSPEL AT MASS – USED IN PROCESSIONAL AND PLACED ON ALTAR THEN MOVED TO AMBO AFTER THE PRE-GOSPEL ALLELUIA.

BREAD AND WINE: THE ELEMENTS USED IN THE CELEBRATION OF EUCHARIST (UNLEAVENED BREAD AND NATURAL PURE WINE) NOTE: AFTER THE EUCHARISTIC PRAYER THE BREAD AND WINE IS REFERRED TO AS: THE CONSECRATED BREAD AND WINE OR THE BODY AND BLOOD OF CHRIST.

CASSOCK: A NON-LITURGICAL FULL LENGTH CLOSE FITTING ROBE FOR USE BY PRIESTS AND OTHER CLERICS UNDER LITURGICAL VESTMENTS; USUALLY BLACK FOR PRIESTS, PURPLE FOR BISHOPS AND OTHER PRELATES, RED FOR CARDINALS, WHITE FOR THE POPE.

CELEBRANT'S CHAIR: THE PLACE WHERE THE CELEBRANT SITS. IT EXPRESSES THE OFFICE OF THE PRESIDER OVER THE ASSEMBLY AND OF LEADING THE PRAYER OF THOSE PRESENT. AVOID THE USE OF THE WORD "THRONE"

CENSER: THE METAL CONTAINER HOLDING HOT COALS INTO WHICH INCENSE IS PUT DURING CHURCH CEREMONIES CALLING FOR INCENSE.

CHALICE: THE CUP USED TO HOLD THE WINE.

CHASUBLE: THE VESTMENT WORN OVER THE ALB BY PRIESTS, BISHOPS AND POPE WHEN CELEBRATING THE MASS.

CIBORIUM: THE VESSEL USED TO HOLD THE CONSECRATED BREAD FOR THE DISTRIBUTION OF COMMUNION

CORPORAL: A WHITE LINEN CLOTH ON WHICH THE CONSECRATED ELEMENTS ARE

PLACED DURING THE CELEBRATION OF THE EUCHARIST.

CRUCIFIX: A CROSS WITH THE FIGURE OF THE CRUCIFIED JESUS UPON IT.

DALMATIC: THE VESTMENT THE DEACON WEARS OVER THE ALB ON SOLEMN OCCASIONS.

GLOSSARY OF TERMS

FONT: A BASIN OR BOWL IN A CHURCH USED FOR THE BAPTISMAL WATER.

LECTIONARY: THE BOOK THAT CONTAINS THE BIBLE READINGS USED AT MASS.

MASS: THE COMMON NAME FOR THE EUCHARISTIC LITURGY OF THE CATHOLIC CHURCH

MITRE: A HEADRESS WORN AT SOME LITURGICAL FUNCTIONS BY BISHOPS, ABBOTS AND IN OTHER CASES BY ECCLESIASTICS.

MONSTRANCE: SPECIAL CONTAINER TO HOLD CONSECRATED HOST FOR ADORATION.

PALLIUM: SPECIAL STOLE MADE OF LAMB'S WOOL WORN OVER THE CHASUBLE BY THE POPE AND ARCHBISHOPS, IT SIGNIFIES COMMUNION OF ARCHBISHOPS WITH THE HOLY SEE.

PATEN: THE PLATE USED TO HOLD THE BREAD.

PYX: SMALL CONTAINER FOR TRANSPORTING COMMUNION TO SOMEONE IN THE HOSPITAL OR HOMEBOUND.

PROCESSIONAL CROSS: THE CROSS CARRIED IN THE PROCESSIONS

PURIFICATORS: SPECIAL CLOTHS USED TO WIPE THE CHALICE AND CUPS USED IN COMMUNION

SACRARIUM: SPECIAL SINK IN SACRISTY THAT DRAINS DIRECTLY INTO THE GROUND – TO BE USED TO DISPOSE OF UNCONSUMED WATER USED TO PURIFY VESSELS ETC.

SACRAMENTARY: THE BOOK USED BY THE CELEBRANT, CONTAINING ALL THE PRAYERS FOR THE LITURGY OF THE MASS.

STOLE: THE VESTMENT WORN AROUND THE NECK BY ALL ORDAINED MINISTERS. FOR PRIESTS, BISHOPS AND POPE, IT HANGS DOWN IN FRONT UNDER THE CHASUBLE; THE DEACONS WEAR IT OVER THEIR LEFT SHOULDER CROSSED AND FASTENED AT THE RIGHT SIDE.

SURPLICE: A LOOSE, FLOWING VESTMENT OF WHITE FABRIC WITH WIDE SLEEVES. FOR

SOME FUNCTIONS IT IS INTERCHANGEABLE WITH AN ALB.

TABERNACLE: PLACE IN THE CHURCH WHERE THE EUCHARIST OR SACRED SPECIES IS RESERVED.

VESTMENT: THE VESTURE THE MINISTERS WEAR.