

# ST. PAUL MINISTRIES

**HOSPITALITY**



**PRAYER**



**DISCIPLESHIP**



**MINISTRY**



*Maintenance...to...Mission*

**----- USHERS -----**

## MINISTRY COMMITMENT

Thank you for accepting the invitation from your Church family to become a Minister "Around the Table." Serving in this special way has a profound impact on the way our St. Paul Mission Statement, "To Live As The Body Of Christ," comes to life.

The purpose of the Eucharistic Liturgy, as well as all Sacraments, is to make us holy, to build up the Body of Christ and to worship God. The Liturgy "nourishes, strengthens and expresses faith." (CCC 1123)

By saying, "Yes" to this calling, I agree to the following:

- ✓ I commit to serve in this one Liturgical Ministry for a two-year period.
- ✓ I understand the importance of my ministry in the overall mission of our Parish "To Live As The Body Of Christ."
- ✓ I will approach the Celebration of the Eucharist with a spirit of the Joy of Christ.
- ✓ I will prepare myself during the week being reflective of the upcoming Readings so that I will be prepared spiritually, physically and emotionally.
- ✓ I will arrive on time and dress appropriately when I am scheduled to serve.
- ✓ I will find a replacement in the event I cannot serve at my scheduled time.
- ✓ When I am not scheduled to serve, I will be a better participant in the pew by being attentive, listening, and responding enthusiastically.

By signing below, I agree to all of the above statements:

Ministry: \_\_\_\_\_

Mass preference: (circle one)    5:30            8:00            10:30

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PURPOSE

This Ministry Manual is being provided to all Ministers "Around the Table" to create a better understanding and zeal for authentic worship at St. Paul Parish. This information is not only instruction of *how* to carry out the ministry, but to better understand *why* we worship the way we do.

**We want to rejuvenate the deep, spiritual meaning of being a participant in Mass. As St. Augustine said, "Behold what you are. Become who you receive." Every time we celebrate the Sacred Banquet together, we are fulfilling Jesus' command to "Do this in memory of Me." We believe that the Risen Christ is truly present in the Liturgy in the Presider; in the Holy Eucharist as His real presence of Body and Blood; in the Word proclaimed from the Sacred Scriptures; and in the Community gathered in His Name.**

**We want to rediscover the importance of celebrating with joy, reverence, and essence of the Paschal Mystery. From the time of the apostles, Christians have continually come together to celebrate, to listen to Scripture, and to offer Thanksgiving. The Liturgy is a communal encounter of Christ that brings us all together as a St. Paul Family.**

***Our main goal is to foster full, active and conscious participation in the Liturgical Celebration in order to encounter the Living God in the Word and Eucharist, then return to the world fulfilling our baptismal call to discipleship. As trained, prayerful Liturgical Ministers, we will help plant that which God will grow.***

We do not need to reinvent anything. We do not need to decide what Liturgy will be. The Church has already planned the Liturgy. It is not a show or performance that people come to observe. The Liturgy is a Sacred Celebration of the Paschal Mystery through which the Mystery of Christ among us comes alive in all the people present.

Therefore, we want to make our preparation and attainment of the experience of Liturgy at St. Paul a priority, not a last-minute execution of duties and tasks. CCC 1070 states, "...every Liturgical Celebration is an action of Christ the priest and of this Body which is the Church, is a sacred action surpassing all others."

***We want to recognize every person who joins our Celebration as equal, necessary members of the Body of Christ. We want each and every person to be received with Joy. We, as Ministers, will serve them with Joy. We want to always be aware that Jesus Christ, our Risen Lord, is indeed presiding at each Mass, proclaiming His Word, sharing His Body and Blood, and sitting next to us extending His Hand in the sign of peace.***

First, we ask you to personally pray regularly for the success, grace and insight to move in the Divine Flow of meeting Christ in a real, personal way as a Minister of our Parish. **Prayer will always be the heart of Ministry. Prayer serves to continually renew and strengthen us to serve our brothers and sisters.**

An awareness of the sacredness of your Ministry will naturally follow. We are privileged to have been called and invited to serve in this special way.

***The great result will be a continual renewal of our love for the Eucharist and the Sacraments, and a fruitful weekly experience of Liturgy.***

## **THE MINISTRY OF USHER**

Ushers are an integral part of continuing the spirit of Hospitality begun by the Greeters, and of helping assure the Liturgical Celebration flows smoothly. You will assist people in finding their seats at the beginning of Mass, assist in Communion lines, take up the collection, distribute the bulletins, and offer personal assistance as needed during the Sunday Eucharistic Celebrations and Holy Days.

### ***History***

This Ministry can be traced back to the very first gathering of people. Hospitality dates back to the beginning – helping another feel welcome and finding their place at the event. Jesus, Himself, most certainly escorted His disciples to their seats at the Last Supper. We know He washed their feet and made them feel welcome, loved and blessed by their presence and participation.

### ***Why***

Ushers are vital to helping people feel comfortable and welcome at our Celebration. Whatever baggage they carry into the Church can be checked at the door when they see a friendly face of the Greeter welcome them. But, it doesn't end there. They are relieved of any potential stress or worry of things like; "Where can I find a seat?" "When and how will the Communion line work?" "How can I find the restroom if I need it?" etc.

You are there to offer assistance. They can easily see by your name tag, your posture and your attention to those gathering to worship that you are there to help them. How comforting, especially to visitors and newcomers!

### ***How***

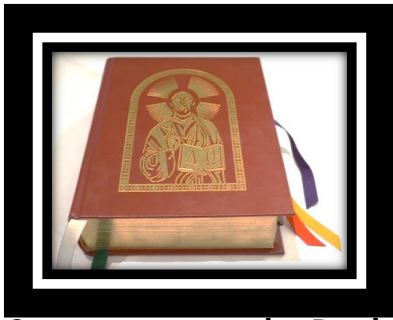
#### **Before Mass**

1. During the course of the week, read the Sunday Readings so you are familiar with the Word to be proclaimed and the theme of the Liturgy.
2. Dress appropriately since you are serving at the Table of the Lord. Please do not wear blue jeans, shorts, or casual footwear.
3. Dispose of any gum or candy.
4. Arrive 15 minutes before Mass time, put a checkmark by your name on the schedule, put on your name tag, and take a moment to pray to be the welcoming presence of Christ.
5. Check for notifications of second collections and special instructions for the day.
6. Check the temperature in the Sanctuary.
7. Place the Children's Collection jar on the Altar steps.
8. Make sure all entrance doors are unlocked.
9. Be aware of the location of the AED and any medical personnel in attendance should there be a medical emergency.
10. Confirm those signed up to bring the gifts to the Altar. If no one is on the schedule, choose a family or group to present the gifts at the Offertory. Ask new and different people each week.

11. Identify anyone needing communion brought to them and alert the Sacristan, a Eucharistic Minister, or Father.
12. Direct newcomers and visitors to the Sanctuary, and encourage new parishioners to sign our book and register with the Parish.
13. Assist in finding seating for those arriving close to Mass time and during the beginning of Mass. ***Do not seat during the Prayers or during the Readings.*** Ask people to kindly wait until after the Word of God is proclaimed to be seated. Movement is distracting. Offer assistance to anyone standing encouraging them to also take a seat. ***Ushers should remain standing during the entire Mass. Be attentive, reverent, and responsive throughout the Liturgy. Do not engage in casual conversation.***

### During Mass

1. Once Father and the Ministers process down the aisle, close the two wooden doors so any latecomers will be aware Mass has begun.
2. Just before the Offertory Collection time, four ushers need to have the baskets, proceed to the front, and bow at the Altar. Beginning with the first pew, hand the basket to parishioners and allow them to pass it across the pew.
3. One Usher should move into the Cry Room for collection of the offertory.
4. All money needs to be put into one basket for the Offertory.
5. At Offertory time, assist the Gift Bearers in holding the Bread and Wine to be offered. One Usher needs to carry the Collection Basket a few steps behind the Gift Bearers. Begin walking up the center aisle as soon as Father stands to descend the Altar. All bow after handing Father the gifts. The Usher places the Collection at the side of the Altar. All return together up the center aisle to the back of the church.
6. At Communion time, two Ushers should move up the center aisle after the Ministers have received Holy Communion on the Altar. Begin with the front pew on the outside aisles and stand at the end of the pew guiding those seated to walk down the side aisle and back up the center aisle to receive the Body and Blood of Christ. When all pews have lined up from the side aisles, begin with the last pew on each side of the center aisle and work your way up to the front. Ushers will be the last served. Please remind Father of anyone needing to be brought Holy Communion to their pews.
7. During the Closing Hymn, Ushers post at the Sanctuary exits to hand out bulletins.
8. After all have left the Sanctuary, walk through and clear all pews of items left behind. Collect and stack bulletins for future use if they are not torn or marked on. Place personal items on the back counter. Dispose of trash accordingly.



**Sacramentary - the Book  
the Priest uses during Mass**



**Cup - holds the  
Blood of Christ**



**Purificators - used to  
wipe the Cup when  
serving the Blood of Christ**



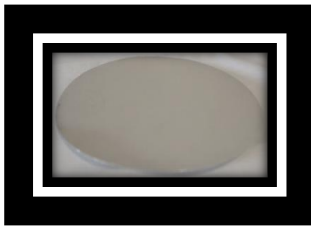
**Chalice with paten and host**



**Wine Decanter**



**Tabernacle and  
Red Sacristy Light**



**Paten - plate for the Host**



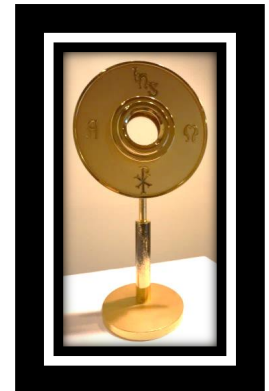
**Cruet for water**



**Large Host - To be placed  
on Father's paten**



**Corporal - Placed on  
the Altar**



**Monstrance - Holds the  
Blessed Sacrament for  
Exposition of the Eucharist**



**Ciborium - holds the  
Body of Christ**