The Ministry of Hospitality

The ministry of hospitality serves by helping the assembly bring itself to life. St. Pius X relies on its ministers of hospitality to be people of deep patience and courtesy, welcoming all who enter our worship space. Their spirituality brings them to model prayerful participation in the Liturgy. Their affection for the community leads them to serve.

**Greeters**
Individuals, couples, and families who welcome people as they arrive for the Liturgy, as well as hand out and collect missalettes.

**Ushers**
Men, women, and teens who help parishioners locate seats within the assembly, coordinate use of the Assisted Listening System, take up the collection, assist with traffic flow during Communion, and hand out bulletins after the Liturgy.
Greeters

See also: Appendix A – Assisted Listening System
Appendix B – Low-Gluten Hosts
Appendix C – Child Care during 8:30 and 10:30 Mass

Summary of Greeter responsibilities:
• 20 minutes before each Mass – greet people as they arrive; hand them a Missalette as they enter the church
• After each Mass – collect Missalettes as people leave the church; do a quick walkthrough of the church

Scheduling
• Greeters are scheduled on a rotating basis. Frequency of scheduling depends on the number of Greeters currently serving in this ministry.
• Upon receiving each new schedule, Greeters should check their personal calendars and, if necessary, email or call other Greeters to switch or find a sub.
• The schedule is on the St. Pius website: www.crpiux.org/Ministers. To protect your privacy, each schedule is password protected. The password is: pius_ministry (that’s an underscore between the words). Please do not share this password with anyone. The website contains the original schedules that were sent out and do not reflect any subbing or switching that has taken place.

Before Mass
Greeters should be available before Mass to welcome people, direct them to various areas in the building, and hand out missalettes. Please arrive at least 20 minutes ahead of time.
This will give you time to:
1. Sign in at the Liturgy bulletin board in the Gathering Space. Greeters are needed at each of the five doors (families and couples can act as one greeting unit). If one or more of the scheduled Greeters does not arrive by 15 minutes before Mass, feel free to invite/encourage other parishioners to assist in this ministry.
2. Get a “Minister of Hospitality” identification tag from the Ushers’ Room. Wear it throughout Mass and please remember to return it afterward.
3. Greet those who arrive for Mass and offer them a Missalette.
As parishioners arrive, greet them with friendliness and warmth without being too intrusive. Reach out to others rather than waiting for them to approach you.

- Act as a host representing the community.
- Make sure your first words are words of welcome.
- Be on the lookout for new parishioners, visitors, and the elderly. Greet children and teens as well as adults.
- Try to speak briefly to each person who enters near you; longer visits are best after the Liturgy.
- Smile and be courteous at all times.
- Direct people to the restrooms, food pantry, childcare rooms, and other areas as needed.
- If anyone inquires about the Assisted Listening System, direct them to an Usher. See Appendix A.
- If anyone inquires about low-gluten hosts (for those with Celiac disease or wheat allergy), direct them to the Vesting Sacristy. See Appendix B.
- If anyone inquires about child care on Sunday, direct them to the child care rooms which are located behind the Pius Hall kitchen. See Appendix C.
- As people enter the Worship Space, hand them a Missalette.

Once in awhile we ask the Greeters to hand out worship aids instead of or in addition to Missalettes. This will be communicated to you ahead of time. If the worship aids aren’t in place before Mass, look for them in the Ushers’ Room. Please collect them after Mass.

**During Mass**
As the Gathering Song begins: close the doors near the book racks, enter the Worship Space, and take your seat among the assembly. We keep the doors closed to help control both the temperature and the noise in church.

**After Mass**
- After the final blessing, as the music for the final song begins, return to your assigned entrance to open the door and prepare to collect Missalettes as people leave.
- Place Missalettes neatly on the racks.
- Help prepare the Worship Space for the next Mass by walking up and down the aisles, scanning the pews for any Missalettes or other articles left behind. The “Lost and Found” box is on the counter in the Ushers’ Room. Also put up any kneelers that were left in the down position.
- Return your “Minister of Hospitality” identification tag to the Ushers’ Room.

**October Count**
During the month of October our Greeters do the “October Count” while the Ushers take up the collection. This is a count of how many people attend each weekend Mass during the month of October. We will remind you about this ahead of time, and instructions will be posted on the bulletin board and in the Ushers’ Room.
Ushers

See also: Appendix A – Assisted Listening System
Appendix B – Low-Gluten Hosts
Appendix C – Child Care during 8:30 & 10:30 Mass

Summary of Usher responsibilities:
- 20 minutes before each Mass – assist people as they arrive; help them with the Assisted Listening System and low-gluten hosts; find a couple or family to be Gift Bearers
- Help people find seats only until the Liturgy of the Word has begun
- Take up the money collection
- Direct the Communion route
- Hand out bulletins after Mass

Scheduling
- Five Ushers are needed for each Mass. Ushers are scheduled on a rotating basis. Frequency of scheduling depends upon the number of Ushers who are currently serving in this ministry.
- Upon receiving each new schedule, Ushers should check their personal calendars and, if necessary, email or call other Ushers to switch or find a sub.
- The schedule can be found on the St. Pius website: www.crpiusx.org/Ministers. To protect your privacy, each schedule is password protected. The password is: pius_ministry (that’s an underscore between the words). Please do not share this password with anyone. These are the original schedules that were sent out, and they do not reflect any subbing or switching that has taken place.

Before Mass
Ushers are available before Mass to welcome people, direct them to various areas in the building, and assist parishioners in finding seats within the Worship Space. Please arrive at least 20 minutes ahead of time. This will give you time to:
1. Sign in at the Liturgy bulletin board in the Gathering Space. Next to your name indicate the section you would like to be assigned. During the money collection one usher takes sections A & B, one takes C, one takes D, and one takes E & F & G. During communion there is a separate usher for section G.
2. Put on your Ministry of Hospitality identification tag. These are in the Ushers’ Room.
3. Gather the Assisted Listening System materials. See Appendix A.
4. Ask parishioners or visitors to sign up as Gift Bearers. It’s best if persons other than the Ushers bring the gifts forward. Give the Gift Bearers instructions:
   - Come to the Baptismal Font area as soon as the money collection begins.
   - If there are any pyxes (small gold containers) on the square glass plate, bring that plate up with the bread and wine. The wine carrier may carry this, or a third person may. If the square glass plate is empty, it may be left on the gift table.
   - As soon as the Presider moves to the altar, it’s time for you to go forward.
   - Walk directly up the steps, around the altar, and hand the gifts to the priest or deacon.
   - Move to the foot of the steps, bow, and return to your seats.
When greeting people, reach out to others rather than waiting for them to approach you. Greet people with friendliness and warmth, without being too intrusive.

- Act as a host representing the community.
- Make sure your first words are words of welcome.
- Be on the lookout for new parishioners, visitors, strangers and the elderly.
- Greet children and teens as well as adults.
- Try to speak briefly to each person; longer visits are best after the liturgy.
- Smile, and be courteous and approachable at all times.

Individuals who are dropped off under the canopy may require some assistance to enter the building. *Ushers should offer assistance opening doors and/or providing one of the wheelchairs* that are available in the Gathering Space. Inside the Worship Space, handicapped persons should be directed or escorted to the handicapped seating (chairs) at the front of the church. If there are empty seats in the music area, these chairs can also be used for handicapped or additional assembly seating.

**During Mass**

- As the Gathering Song begins, close the doors between the Gathering Space and the Church. These doors remain closed during Mass to help control both the temperature and the noise in church.
- You may continue to seat latecomers, provided your actions do not interfere with the procession. **Assist with seating only through the end of the Opening Prayer. Once the Liturgy of the Word begins, do not seat anyone. It is not appropriate for anyone to be in the aisles looking for seats during the readings, psalm response, or homily. Latecomers can seat themselves without your assistance.**
- Please take your seat in the assembly, near the back if possible. Remember that you are at Mass not only as an usher, but also as a member of the congregation!

**Collection**

*Four Ushers are needed for the money collection.*

After the homily, when the assembly is invited to stand for the recitation of the Creed, go to the Ushers’ Room to get the collection baskets. The collection should be started as soon as the song during the Preparations of the Gifts begins. Be aware of baptisms or other events that may occur between the Intercessions (Prayer of the Faithful) and the Preparation of the Gifts. Refer to the Liturgy outline which is posted on the upper cabinet in the Ushers’ Room.

- Each Usher takes the correct number of baskets for his/her section and passes them out, going from the back of church to the front. White stickers on the backs of the chairs/pews indicate drop-off points.
- The Usher then picks up the baskets, again from back to front. There is no need to handle the baskets before they reach that point unless the pews are sparsely occupied.
- Baskets are handed out and collected from the same side of the pews.
- As each basket is collected, pour the money into the top basket. Once all small baskets from your section are collected and the money poured into one basket, approach the altar and pour all the money into the large basket in the sanctuary.
- Return all empty baskets to the Ushers’ Room and return to your seat in the assembly.
During the collection, be aware of other movement such as children bringing forward coins, children returning to their pews from Children’s Liturgy of the Word, Greeters doing the October Count, etc.

**Money Collection**

While the money is being collected, Usher G stands near the gift table to direct the gift bearers when to walk forward and what to do when they reach the altar area. Usher E/F collects the money for section G.
Communion

Five ushers are needed for communion. Ushers should **walk forward immediately after the Presider consumes his host** (after the “Lamb of God,” while the congregation is kneeling). Stand at the head of the aisle until it’s time to hold or dismiss the pews.

| Order for communion: | A (if no choir), C, D, and F begin after choir, A begins after A, B begins after F, E begins after E, G begins (G is the last section to receive Communion) |

Communion Route

![Communion Route Diagram]
Usher A/B begins at the front of the aisle between sections A and C.

- Once the Eucharistic Ministers are in place, direct section A to exit their pews to the right and walk forward for communion.
- If there is a large group of musicians or the music area is being used for overflow congregation seating, they will receive communion before section A. In this case, hold back section A until all those seated in the music area are finished.
- When section A is finished, section B follows them, exiting their pews from the right. Help them understand (1) the direction to move, and (2) that they will be walking toward the front side-by-side with section C people.

Usher C begins at the front of the aisle between sections A and C.

- Once the Eucharistic Ministers are in place, direct section C to exit their pews to the left and come forward for communion.
- When the sixth pew in section C has started processing forward, move to your second location on the map (*).
- Direct the people in the seventh pew of section C to follow the sixth pew (they may hesitate because of the length differences of the pews).
- Also watch that when section A has completed going to communion, section B follows them. Usher A/B isn’t always in place yet when section B wants to begin going forward. Please help hold this section back until Usher A/B guides them.

Usher D begins at the front of the aisle between sections D and F.

- Once the Eucharistic Ministers are in place, direct section D to exit their pews to the right and come forward for communion.
- When the sixth pew in section D has started processing forward, move to your second location on the map.
- Direct the people in the seventh pew of section D to follow the sixth pew (they may hesitate because of the length differences of the pews).
- Also watch that when section F has completed going to communion, section E should follow them. Usher E/F isn’t always in place yet when section E wants to begin going forward. Please help hold this section back until Usher E/F guides them.

Usher E/F begins at the front of the aisle between sections D and F.

- Once the Eucharistic Ministers are in place, direct section F to exit their pews to the left and walk forward for communion.
- When section F is finished, section E follows them, exiting their pews from the left. Help them understand (1) the direction to move, and (2) that they will be walking toward the front side-by-side with section D people.

Usher G holds back section G until F and E are finished, or until Eucharistic Ministers from the north side of the church come to distribute to section G.

- Section G exits their pews from the right (toward the ramp).
During Communion, Ushers direct the Eucharistic Ministers to handicapped persons seated throughout the church. These persons will receive Communion last, after the large sections of pews are finished. Please respect anyone who wishes to remain seated and not receive Communion.

After receiving Communion, all five Ushers return to the Ushers’ Room to get the bulletins. The doors between the Gathering Space and the Worship Space remain closed. Parishioners should not be prevented from leaving; however, Mass is not yet finished.

**After Mass**
- When the closing song begins, open the church doors for the assembly’s departure.
- One Usher is positioned at **each of the five doors**, making sure people receive a bulletin as they leave and wishing them a pleasant goodbye.
- Greeters will also be standing at each door, collecting missalettes from parishioners as they leave.
- Once the Worship Space is nearly empty, help prepare the Worship Space for the next Mass by walking up and down the aisles to scan the pews for any missalettes or other articles left behind.
- Return your Ministry of Hospitality identification tag to the Ushers’ Room.
- After 10:30 Mass all extra bulletins are placed in the holders on the wall near the four outside doors. Please do **not** leave any bulletins lying on the book racks or in the Ushers’ Room.

### Door numbers
APPENDIX A
Assisted Listening System (ALS)

St. Pius X Church uses a system to aid those who have difficulty hearing what comes through the P.A. system during Mass. A wireless receiver can be checked out from the Ushers before Mass and returned afterwards. This, along with a small earbud that fits into the ear, is all that is needed to be tied directly into the P.A. system, cutting out all extraneous noises. The earbuds have a spongy covering that can be taken off and replaced for sanitary reasons.

Equipment Check-Out (before Mass)
1. If the person is a first-time user, locate new sponges and place them on a cord. Write the user’s name on a sticky label and adhere it to a new Ziploc bag. This bag will be used to store the user’s sponges. If the person has used the ALS system before, ask them to locate and use their own sponges.
2. Plug the cord into one of the receivers. Show the user how to turn it on and adjust the volume. Remind them to return all equipment after Mass.

Equipment Check-In (after Mass)
1. Verify that the cord is with the unit and that the unit is turned off.
2. Remove the cord from unit.
3. Place the user’s sponges in a Ziploc bag labeled with his/her name.

Storage of Equipment
The ALS components and accessories are stored on the counter in the Ushers’ Room. Ushers should take the ALS box to the Gathering Space before the Saturday 4:30 Mass and put it back after 10:30 Mass on Sunday. All ALS components should be kept in the correct drawer. Thank you for helping keep things organized!
APPENDIX B
Low-Gluten Hosts

Low-gluten communion hosts are available at all weekend liturgies to those suffering from Celiac Sprue disease. Ushers and Greeters should familiarize themselves with the following procedure. This information has been shared with all parishioners who have requested to receive the special hosts during Mass.

1. Arriving at Mass
St. Pius X has purchased several pyxes (a pyx is a small round container that holds one host). These pyxes, along with the low-gluten hosts, are kept in the Vesting Sacristy (see map).

When you arrive for Mass, stop in the Vesting Sacristy. Take one of the pyxes and place a low-gluten host in it. Snap the pyx shut and place it on the small plate on the Gift Table (see map). All the pyxes will be kept on a plate separate from the large bread plate.

2. Preparation of the Gifts
During Mass, the small plate with the pyxes is brought forward with the bread and wine. One gift bearer carries the large plate of bread; one carries the pitcher of wine and the small plate of pyxes. (If available, a third person can carry the plate of pyxes.) If there are no pyxes at that Mass, the empty plate is left on the Gift Table. The bread, wine, and plate of pyxes are handed to the Presider as usual.

3. Consecration
When it is time for the consecration, the Presider opens the pyxes just long enough to consecrate the bread. After the consecration he closes them again.

4. Communion
The pyxes remain on their own plate while the regular hosts are divided among the Communion plates. As each Eucharistic Minister walks to his/her Communion station, the Presider hands the plate of pyxes to the crossbearer (one of the altar servers). The crossbearer then stands behind the Presider at his station and waits until a low-gluten host is needed.

RECEIVING COMMUNION: There are no pre-assigned stations for any of our Eucharistic Ministers, including the Presider. No matter where you are sitting in church, you will need to join the line that leads up to the Presider. This may mean walking down a side aisle and going to Communion on the opposite side of the church from your pew. We apologize for this inconvenience, but hope that with all the movement of people this will be rather inconspicuous.

When you reach the Presider, tell him that you need to receive a host from one of the pyxes. They are all the same and each contains one host. The Presider turns to the crossbearer, snaps open one of the pyxes, raises it before you and says, “The Body of Christ.” You bow your head and reply, “Amen.” as the Presider turns the pyx over and – *without touching it* (to avoid contamination) – lets the host drop into your hand. You consume the host and return to your
pew. The pyx is left open and returned to the plate. When all the pyxes are empty the crossbearer places the plate on the Credence Table (see map).

Those who choose to receive the Precious Blood may drink from any cup EXCEPT the one on the far left, near the organ in the music area. This cup contains a fragment of a regular host which Father placed in it during the “Lamb of God.” This liturgical action, called the “commingling,” represents the resurrection of Christ, the reuniting of his Body and Blood.

5. After Mass
After Mass the Eucharistic Ministers take the plate of pyxes to the Working Sacristy to be cleaned (see map). They perform the ritual rinsing and washing of vessels as usual, making sure that the pyxes are cleansed and washed first, separately from the regular bread plates. After being washed, the pyxes are dried thoroughly and left open to air-dry for a few minutes. Once the Communion vessels are washed, one of the Eucharistic Ministers snaps the pyxes shut and returns them to the Vesting Sacristy. The empty plate is returned to the Gift Table or, after 10:30 Mass, to the Vesting Sacristy.
APPENDIX C
Child Care during 8:30 and 10:30 Mass on Sunday

Do you know the answers when someone asks you about Child Care during Sunday Mass? Please help our parishioners and visitors take advantage of child care by sharing this information.

Who?
- Child care is available for ages infant through kindergarten.
- No pre-registration is required.

When?
- Child care opens 20 minutes before Mass begins and closes 15 minutes after Mass is finished.

Where?
- It is located behind the Pius Hall kitchen. Follow the long hallway between the Church and Pius Hall, and turn right at the end.

Cost?
- The cost is free, although a donation of $2 per family is greatly appreciated.