

# **Ushers/Ministers of Hospitality**

Contact Person: David Niles

Phone Number: 414/617-6597 (cellular)

Email: dniles@productiveknowledge.com

**Our Mission:** Ensure a welcoming, secure and orderly environment during Mass, and provide verbal and printed information to people at Mass.

## **Schedules**

Schedules are printed in the bulletin the last Sunday of each month and are available on the Documents page of the parish website, stjoetosa.com. Paper schedules also are available in the usher room. We also email each team a week prior to its month of duty.

When the first of the month falls on a Sunday, the new month ushers will usher including the Saturday vigil Mass. For example, if May 1 is a Sunday, the 5 p.m. crew for April would handle the May 31, 5 p.m. Mass.

## **Basics**

Arrive about 15 minutes before Mass begins. Put on an Usher badge. Make sure the hand sanitizer is put out.

As people come into church, a Minister of Hospitality should be present at each entrance to greet them, answer questions and offer assistance with the door.

The Minister of Hospitality covering the center aisle should select a couple or family to present the gifts. Father or the deacon will rise at some point, signally time for the presenters to bring the gifts forward.

## **Security**

Be aware of unusual situations. At Communion time, keep an eye on your section, as there have been thefts of purses during Communion at other churches.

## **Collections**

The collection will be taken up after the reading of the petitions, as soon as the offertory song is beginning.

In the event there is a second collection start the second collection immediately after the first — unless directed otherwise by the presiding priest.

Collection baskets should be immediately taken to the usher room and, in the presence of at least two adults, put in the plastics bags. Seal and sign the bag. Make sure the date and Mass time is on the bag.

Money from second collections and money from food pantry collections must also be placed in signed, sealed bags, with the date, Mass time and collection reason noted on the bag.

### **Communion**

The Ministers of Hospitality will direct parishioners to communion. Move to the front of the aisle when the distributors of the Cup come to their respective positions. When Father and all distributors are in position, motion for the congregation to go to Communion.

### **After Mass**

Bulletins are to be distributed at each exit at the end of Mass. Station two ushers at the center and west exits when possible. Clean up the pews as mush as possible.

### **Sickness and Medical Emergencies**

If someone should get sick and throws up, there is a sawdust compound and a broom and dustpan in the usher room.

If a medical emergency occurs and it is necessary to call the paramedics, there is a **phone in the sacristy and in the ushers room**. Dial 911. Remain on the line until connected to the Wauwatosa Fire Department. The address where to respond is **12130 West Center Street. Tell them the canopy over the driveway might be too low for their trucks, so they should come to the west church door off the upper parking lot (off 122nd Street)**

Then do whatever you can to assist the downed individual. There are several doctors, nurses and EMTs in the parish; it is likely one of those people will be at Mass. If someone is having a heart attack, one of the medically-knowledgeable people can use the **defibrillator located in the west entryway**.

**If the city tornado siren sounds**, determine the severity of the situation if possible, via one of the Minister of Hospitality's smart phones. Weather and news apps will have such alerts. If things look mildly threatening, direct people out of the balcony to the main level of church. If things look more severe, people should be directed into the school corridor. Because the stairs down to the parish hall

are steep and potentially slippery, **we have been advised that keeping people in the school corridor is wisest.**