

# Queen of the Most Holy Rosary Liturgical Ministry Guidelines

**Being** involved in the various aspects of our liturgical ministries at Queen of the Most Holy Rosary is one way of being a steward of the gifts God has given us. To enable all ministers to feel comfortable in carrying out their specific ministry, guidelines are provided.

## Greeter

This ministry is one of hospitality. Yours will be the first 'face' someone coming into the building will encounter. The intent of this ministry is to offer a spirit of welcome and hospitality to all who enter. A warm smile and a friendly "good morning" will help visitors and parishioners to feel welcome.

Please arrive 20 minutes early. Open the door for people - especially the elderly. Greet people as they enter. Look him/her in the eye and wish them a "good morning/afternoon". If anyone needs assistance, be ready to help. Continue to open the door for people arriving, even if Mass has begun.

## Reader

A reader's first responsibility is to spend time with the readings in prayer. Ask God to help you. Practice the readings. Get a copy of the readings and review them during the week. Please arrive 15 minutes early. The reader is responsible for proclaiming Scripture clearly and expressively. The reader models respect and reverence for the Word of God. After each reading the lector proclaims, "The Word of the Lord". This is not to be heard as a type of 'add-on' to the reading, but a proclamation. Pause, look out into the assembly and say "The Word of the Lord."

The 1st reader approaches the altar, bows, steps up to the ambo and proclaims the First Reading and the Psalm Response. When finished, the 1st reader and 2nd reader meet below the altar and bow. The 1st reader returns to his/her seat. The 2nd reader steps up to the ambo and proclaims the 2nd reading. When finished, the 2nd reader steps down below the altar, bows, and returns to his/her seat.

## Petitions

All students reading the intercessions approach the altar and bow together. Line up single file behind the ambo. After announcing the intercessions, **remain at the Ambo** while Father closes the intercessions with a prayer and after the "Amen". Step down below the altar, bow together, and return to your place.

## Gift Bearer

After the reading of the intercessions, the assembly will be seated. This is your cue to stand up and move from your place and gather at the back of the church at the gifts table. CCD teachers will be there to help you.

Wait for Father and the servers to move to the front of the altar. When he has stopped moving and can see you, proceed up to him and present the gifts to him. Walk slowly and reverently. After everyone presents their gifts to Father, bow and return to your seat.

## Rosary

Arrive early - be prepared to start the rosary 30 minutes before Mass. Rosaries will be provided if you need one. Remember to pray reverently and devoutly. There will be at least one adult to help you. Preparation for saying the rosary will be received through CCD classes.

# **Ushers**

## **Before Mass:**

- Arrive early – at least 15 minutes before Mass.
- Ushers should be stationed at each side door.
- Ushers seat parishioners in available seating.
- Make sure that the lights in the church are on when Mass begins.

## **General:**

- Greet people as they enter the church.
- Watch for individuals with disabilities and help, e.g. make room for a wheelchair.
- Close the doors after Mass begins.
- Usher should position themselves on each side and should stay in the back of the church during Mass. Watch for situations where you may be needed.
- Like the greeters, your role is one of hospitality. Please engage with people to help them feel welcome. Watch for anyone looking confused or lost or new. Be helpful to families with small children.

## **Collections:**

- Have the baskets ready to go when the intentions are finished.
- Begin passing out the baskets when everyone has been seated for the preparation of the gifts.
- Place the collections from each of the baskets into one basket. One usher takes the basket up to the altar and gives it to Father.

## **Communion:**

- Be ready to tell people when to start and where to go.

## **After Mass:**

- Pick up the collection that is under the altar and put it in the bags provided in the sacristy.
- Help straighten up the church - put up all kneelers and put the books back in the racks.

## **Emergency Situations:**

- Watch for situations where help may be needed.

9-7-09