

St. John Fisher Chapel University Parish Welcomers Guide

Welcomers greet and welcome all who come to our Liturgy and make sure that all the liturgical roles such as cross bearer, collection takers, Offertory procession participants, communion assistants and sacristans are filled before the Celebration begins. These roles should be filled with a good balance of parish membership including OU students, the young, the old, women and men. This may be a challenge but we ask you to strive for good representation.

Welcomers should try to be aware of guests who come to worship. Welcome them but do not ask them to assist. Give them a chance to get to know us first.

Welcomers are asked to encourage parents of children, aged 1 & 2 years to use our Nursery on the Lower Level.

Welcomers need to monitor the back Chapel area, the Gathering Space and the Cry area during Mass. Please use the seats reserved for you on the last pew in front of the Cry Area window. As appropriate, find seats for standees to relieve congestion near the doors. Please assist in monitoring in the following ways:

- All 4 Chapel doors must remain closed until 10 minutes prior to the start of Mass. This allows quiet time for those who wish to pray before Mass.
- All 4 Chapel doors should remain closed during the entire Mass except for the time the children exit for their liturgy and return. Re-open the doors after the Blessings, when the closing song is announced.
- Monitor the Gathering space and remind people, if necessary, that Mass is being celebrated.
- Help parents by making sure they are aware of the Cry area and encourage the family to return to the church proper, when the child has settled down.

Welcomers monitor the use of the Assistive Listening Devices. If a parishioner requests to use them, obtain the receivers from the sacristy counter. The user must return the device to you after Mass. Place used devices in the OFF position, and store in the charger after removing the ear pads. Place the ear pads in the container (so marked) for cleaning. Parishioners, who use the devices regularly, may keep a set of ear pads for their own use. If you have questions, talk to the priest or a Pastoral Team member before or after Mass.

Welcomers provide guidance as needed to members filling these roles:

- **Cross Bearer:** OU students or young community members (about 8 years old and up) enjoy doing this. They lead the entrance and exit processions in a dignified manner.
- **Lectors:** have been assigned in advance. Be sure they sign in so we know they are present.
- **Collection Takers:** Recruit **six** community members. At Friendly Time they come to the Baptismal area where you distribute two baskets to each and assign collection areas.
- **Offertory Procession:** Recruit a family or group of **five** people to bring the gifts to the altar.
- **Communion Assistants:** Parishioners and OU students are recruited until there are **eight**. They approach the altar at the singing of the “Lamb of God.” To serve communion, they stand on the floor level. The choir-side couple serves the musicians first; then moves past the music area toward the first pew on the right.
- **Sacristans:** Recruit **two** people to wash the communion utensils and prepare for the next Mass.

Friendly Time: will be the busiest time for Welcomers. Three activities take place at pretty much the same time.

1. At the start of Friendly Time, the leader of Child Liturgy, which is meeting in the Activity Center, must be notified that the children should rejoin their parents at Mass. Children should not be allowed to linger in the Gathering Area or bathrooms, but are to return to their parents.
2. Baskets are distributed to the six students and/or parishioners you have recruited as Collection Takers and are passed throughout the congregation. Point out the sections each collector should cover starting from the front and working toward the rear. Be aware that just before the Offertory Procession, a Collection Counter Representative may take the collection proceeds. This is so the counting process, which is time-consuming, can begin. So oftentimes, the basket being carried in the procession is empty and is just a symbol of our financial offerings.
3. The five or six recruits for the **Offertory Procession** gather at the rear to be instructed and assisted:

Offertory Procession

Carry to the altar when the song begins:

- Water and Wine cruets (2) – hand to priest
- Bread wafer bowls (3) – hand to priest

- Collection basket – Place on carpet in front of altar
- Prayer Intention Book – Place on leading edge of altar

Instruct the Offertory Procession participants as follows:

- One adult to move the two candles from the ambo to the altar – leading edge, one on each side.
- Bring the 4 cups from the small table behind the altar and hand to the priest.
- Bring the red Sacramentary Book, the 4 Purificators (napkins) and the tabernacle key from the small table and hand to the priest.
- The priest will pour the wine and water and return the cruets to you to place back on the small table.
- The group remains at the altar until the priest indicates “thank you.” Return to your seats.

Sacristans: two members are recruited to help when the Celebration is over:

- Collect from the small table behind the altar plates, cups, cruets, the tabernacle key and napkins.
- Return the Prayer Intention Book to the stand in the Gathering Area.
- In the Sacristy, wash, rinse and dry the communion plates cups and cruets and place in the cupboard at the left of the Sacristy sink. Place the tabernacle key on the nail in the same cupboard. If it is Saturday night, the priest will ask you to place the communion plates and cruets back on the small table near the Baptismal Font and the 4 cups back on the small table behind the altar.

In Summary:

- Arrive at least 30 minutes prior to Mass.
- Write names of recruits on the white board.
- Be prepared to assist with some of the above duties, if necessary.
- You will receive a Welcomers Schedule or can access it on the website at www.stjohnfisherparish.org
- If you cannot keep your commitment, use the schedule to find a substitute. Notify the Parish Office (248-373-6457) so the Bulletin will reflect the correct name.

Questions: Contact the front office at frontoffice@sjfcup.com or 248-373-6457.

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