



Immaculate Conception Church Liturgical Guidelines – Updated July 20, 2017

Point People

*We who are called to be **ministers of hospitality** as ushers are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space. Although functions such as seating latecomers and taking up the collection are important, **our role challenges us beyond "ushering" to see in every person the face of the Lord.** We have the opportunity to be the hands of Christ to the living Body of Christ. We should be watchful for the ways in which we can help to foster the sense of family among all who worship and **especially among those who are new** to our community. Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. (*Liturgical Ministry: A Practical Guide to Spirituality* by Donna M. Cole)*

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed, in case you are needed to serve as a replacement. Wearing of the **liturgical color of the day is encouraged**.

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit *all* parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Schedules are prepared for three-month periods by the parish secretary and sent to each trained minister. If you are filling in for someone, note the change on the Liturgical Ministers (LM) closet door schedule by crossing out the scheduled person's name and writing your initials next to it. Please inform your ministry coordinator and/or the director of liturgy about scheduling changes. Current schedules and rosters are always available at www.iccwilm.org.

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| 1. Log on to www.iccwilm.org | 3. Click Liturgical Ministers Schedules | 5. Password: oblates2 |
| 2. Scroll over Ministries | 4. Scroll over Liturgical Commission | |

Day of the Liturgy

Preparation Prior to the Liturgy

1. Arrive **no later than 20 minutes** before the liturgy. Check to see if the scheduled ministers for your respective ministry have arrived by looking for their sign-in checkmark on the liturgical ministers' schedule on the liturgical minister's closet door located on the inside door of the Liturgical Ministers closet located in the rear corner of the church nearest to the Gathering Area. The assigned minister may have forgotten to check his/her name on the schedule. Therefore, please make sure that the minister is not present somewhere in the assembly before attempting to find a substitute.
2. If they have not yet signed in, stand somewhere in the Gathering area to watch for other ministers in your group who may be attending the liturgy. In the event that the scheduled minister does not show up ask another minister who is appropriately dressed to fill in for them. To assist in selecting a substitute, a list of ministers sorted by liturgy will be posted in the sign-in book for reference.
3. Once a substitution is confirmed, change the assignment schedule by first indicating "NS" ("No Show") over the name of the minister who failed to show up. Secondly, indicate the substitute change by writing next to the NS minister the name or initials of the person who filled in.
4. Inform presider that ministers are all present. Note that the Point Person for EMHC/During the Liturgy also informs the presider what the presider's Communion distribution station is (e.g. B1, B4, etc).

After the Liturgy

1. Let your respective Ministry Coordinator know of ministers who fail to show up for ministry more than two consecutive times. This will enable the Coordinator to contact the minister in case there is a problem that he/she should be aware of.



About Our Pineapple: *The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.*