

Reporting Ministry-Related Sexual Abuse of a Minor

All cases of alleged, known or suspected ministry related sexual abuse of a minor must be reported to the proper civil authority. Any person having actual knowledge of, or reasonable cause to suspect an incident of ministry related sexual abuse by any church personnel of the Diocese of Charlotte is to immediately report the incident to the Chancery, unless to do so would violate the Sacrament of Penance. The Chancery will then report the incident to the proper civil authority.

After notifying the proper civil authority, the Chancery will immediately notify the Assistance Coordinator, the Promoter of Justice, and the Review Board. Following this, the individual reporting the incident to the Chancery will be notified of the particulars regarding the filing of the incident with civil authority. This reporting requirement is not intended to supersede the right of a victim or witness to individually make a report to public authorities, but is to ensure proper, complete and timely reporting to the proper civil authority. At the time of reporting, the diocese will request to be kept informed as to the progress of that authority's investigation. Should an individual choose to make a report to civil authorities, the requirement to make a report to the Chancery is not removed.

You may make a report of sexual misconduct by calling the Chancery at 704-370-6299, or by writing to:

Chancellor
Diocese of Charlotte
P. O. Box 36776
Charlotte, NC 28236

At the time of reporting an incident of alleged sexual misconduct to the Chancery, the person making the report will be asked to complete the diocesan form, *Report of Suspected Ministry Related Sexual Misconduct by Church Personnel.*

CRITICISM OF PRIESTS

Our Lord's revelations to Mutter Vogel

“One should **NEVER** attack a priest, even when he's in error, rather one should pray and do penance that I'll grant him My grace again. He alone fully represents Me, even when he doesn't live after My example!” (page 29, Mutter Vogel's Worldwide Love, St. Griginion Publishing House, Altoting, South Germany 29.6. 1929)

When a Priest falls, we should extend him a helping hand “**THROUGH PRAYER AND NOT THROUGH ATTACKS!** I myself will be his judge, **NO ONE BUT I!**” “Whoever voices judgment over a priest has voiced it over Me; child, never let a Priest be attacked, take up his defense.” (Feast of Christ the King 1937) “Child, Never judge your confessor, rather pray much for him and offer every Thursday, through the hands of My blessed Mother, Holy Communion (for Him) (18.6. 1939). “Never again accept an out-of-the-way word about a Priest, and speak no unkind word (about them), **EVEN IF IT WERE TRUE!** Every Priest is My Vicar and My heart will be sickened and insulted because of it! If you hear a judgment (against a Priest) pray a Hail Mary.” (28.6.1939)

“If you see a Priest who celebrates the Holy Mass unworthily, then say nothing about him, rather tell it to Me alone! I stand beside Him on the altar!” “Oh pray much for my priests, that they'll love purity above all, that they'll celebrate the Holy Sacrifice of the Mass with pure hands and heart. Certainly the Holy Sacrifice is one and the same even when it's celebrated by an unworthy priest, but the graces called down upon the people is not the same!” (28.2 1938)

Mary, Queen of the Clergy, pray for them.

A PRAYER FOR PRIESTS

Keep them, I pray Thee, dearest Lord,
Keep them, for they are Thine –
Thy priests whose lives burn out before
Thy consecrated shrine.
Keep them, for they are in the world,
Though from the world apart:
When earthly pleasures tempt, allure, -
Shelter them in Thy heart.
Keep them, and comfort them in hours
Of loneliness and pain,
When all their life of sacrifice
For souls seems but in vain.
Keep them, and O remember, Lord,
They have no one but Thee,
Yet they have only human hearts,
With human frailty.
Keep them as spotless as the Host,
That daily they caress;
Their every thought and word and deed,
Deign, dearest Lord, to bless.

GREETER – USHER GUIDE

This guide is to help you understand the responsibilities and duties of an Usher. Whether you have ushered before or are new, it is important to familiarize yourself with this guide. The Guide is updated from time to time. The current edition can also be found on the Church Web site. The church calls us **Greeters**. Often the first person a visitor or newcomer meets is an Usher. Greet everyone in a cheerful and respectful manner. Help anyone with questions, needing assistance, or emergencies that should arise.

The New Liturgical Norms (a link is on the church website) have dictated several changes. To quote Bishop Jugis, “The celebration of the Holy Eucharist is the source and summit of the Christian Life.” The Norms are presented to insure the worthy and prayerful celebration of Mass, to ensure reverence for the Eucharist, and to preserve the unity of the Catholic Church.

Norm #8 states, “Silence can foster reverence and reflection. Before Mass begins, a time of silence is commendable in the church, the sacristy, and adjacent areas (Gathering Space)...” Thus, when necessary to speak, do so in a soft manner so as to maintain this prayerful atmosphere. If prior to mass, please ask anyone speaking loudly or carrying on a loud conversation to do so outside or in the library.

There are guidelines as to Church Etiquette and Courtesy along with one for the use of the Training Room, please review them.

Thank you for giving of your time to serve your Holy Cross Catholic Church.

DRESS:

Please dress appropriately! Men should wear a shirt, tie, slacks, and either a sports coat or suit. Women should wear a dress, pantsuit, or blouse and skirt. No halter tops or short skirts.

ARRIVAL:

Be at church **at least 20 minutes before Mass**. Coats and purses can be put in the closet next to the Sacristan Closet. Assignments and any changes need to be obtained from the Sacristan handling this Mass. Put your Usher Tag on.

PRE MASS:

(Change) The two Far Aisle Ushers will stand by the inside doors to the church, greeting and opening doors for older parishioners and families with children. The first Center Aisle Usher to arrive will position themselves outside the church to greet and help with doors for older parishioners and families with younger children. **The doors are not to be propped open at any time due to Fire Regulations.** When Father is about to start the Procession, return to your regular positions in the Church.

One of the Ushers responsible for the Center Aisle will position themselves 2/3 way down front. The two Outside Aisle Ushers will also position themselves down the Center Side Aisles. You will help fill up the pews **working your way to the back of the church**. As the Procession begins, come toward the back of your aisle so people looking for seats can be assisted more efficiently. The Left and Right Center Aisle Ushers will seat and guide people to the Side Aisle Ushers.

PROCESSION:

Do not seat people down the center aisle once the Procession has started. If this is your position, direct people to the side aisles. Ushers on the side aisles will remain standing until everybody sits following the Procession. **With people coming in a few minutes late to Mass**, continue to direct them to available seats down your side aisles. Then sit behind the last pew of the Outside sections. The Center Section Ushers will sit in the reserved pews in the back row.

The last two center pews will be reserved, the chairs pushed in. We save these pews for 'late' arrivals.

A Center Aisle Usher or Sacristan will open a rear door when the children leave for Liturgy of the Word in Another Place.

Out of respect for the mass, during the reading of the Gospel or the Homily, we have been asked not to seat late arrivals or those who have left for a bathroom break. The Sacristan or Center Aisle Usher will watch for these individuals and have them wait until either the Gospel has been read or the Homily is over. They will be directed to the sides for seating. The Side Ushers will only direct them!

Remember there is a Training Room (Cry Room) available in the rear for those needing this space. **The church does not permit food, drink or gum inside the building.** The only exception is baby bottles in the Training Room. Please check the proper Etiquette Guidelines the Parish Council published.

If you seat any parishioners who will require assistance or need the Eucharist brought back to them, please let the Sacristan know. An usher will be asked to come back early from taking the Eucharist and stand by this individual to better identify them.

HEADCOUNT:

The two Outside Aisle Ushers on each side will count the people in their sections as Mass is beginning. Let the Sacristan know the number. The two Side-Center Aisle Ushers will count the people in the center sections and tell the Sacristan. The numbers are used to adjust the number of hosts required for mass.

OFFERTORY:

The collection takes place after the Profession of Faith and Special Intentions. Wait until the Profession of Faith (Creed) is finished before moving into position with your basket for the collection. The Sacristan or one Usher will go inform the Instructor in the Liturgy of the Word class that it is time to wrap up.

Ushers are to take their positions at their assigned aisle. When the Special Intentions are finished and everybody sits down, **you will proceed down the aisle together, as a team, and bow toward the Altar.** Center Aisle Ushers start baskets in the first rows; Side-Center Aisle Ushers start baskets in the second rows. Then alternate all the way back. **WORK TOGETHER AS A TEAM.** The Outside Aisles will only have one Usher. People at the ends will pass the basket back a row with the baskets coming back to you. The Sacristan is responsible for the Training Room collection. The baskets are combined into a bank bag in the Sacristan's Office.

The "collection basket" with the **Red Book of Prayers** on top, **pitcher** (on the **left**), and **hosts** follow the Altar Servers up the center aisle in a procession and the gifts presented to the Priest. After the gifts are received, all **bow** and return to your positions. **Ushers or a family will handle this duty.**

SIGN OF PEACE:

(Change) Following the Lord's Prayer, offer the Sign of Peace **in the area you are sitting. Then position yourself for the your Communion duties.**

COMMUNION:

During Communion, it is your responsibility to assist any persons that are handicapped or possibly need a helping hand. Communion will be served starting with the front pews and work back to the rear of the church. **The Center aisle Ushers will proceed down to the first pews when the Priest finishes serving communion to the Ministers.** Have the first row waiting for the Priest out of courtesy. Step back to the next pew as the first pew empties. When you reach the rear of the church, follow the last person down and take communion for yourself.

The Outside Aisle Ushers will do the same, but go down the aisle next to the wall. When the Choir is at Mass, they will have lined up along the wall and take communion first. The Training Room parishioners will be directed to the Music Corral side by the Sacristan. After the Choir and Training Room parishioners have been served, start the first pew and work your way back and then take communion last. The Right Center Side Usher will position them self along the back wall at the aisle. Guide the Training Room people to the Wall Usher. If the Choir is coming out, hold the Training Room people until the Choir has passed.

The aisles separating the center sections from the outside sections will be the RETURN Aisles.

Note: If there are a number of people in the Choir to be served, the Training Room parishioners could be sent down the far Left Side.

SECOND COLLECTIONS:

If there is a second collection, it will take place after Communion (wait until the Tabernacle is closed). The collection is handled the same way the regular collection is handled. Don't forget to go down **together** and **genuflect**.

END OF MASS:

When the Priest announces that Mass has ended; the Center Aisle Ushers will distribute the bulletins and any other materials outside the doors in the Gathering Space. **We are not to hold or prop the doors open!** Distribution should be done in a way that does not delay those leaving. We will continue to maintain a prayerful atmosphere inside the church.

CHECKING THE PEWS:

The Outside Wall Ushers and Center Side aisle Ushers will go down to the front of the church **just before the Recession** and proceed to check the pews as people depart. Kneelers need to be raised, missalettes and sheet music returned to the cart in the back of the church, trash picked up, and stray articles left behind will be brought back to the Sacristan's Office.

(Change) The Left Side Wall Ushers will also pick up the Collection Basket and Red Prayer Book and return them to the Sacristan's Closet and the Prayer Book to the pedestal in the Gathering Space.

Please return your Usher Tag before leaving.

NOTES:

Any questions or newcomers/visitors should be referred to the Sacristan. If someone is interested in joining our church, we do have enrollment forms and a welcome kit for them. Remember that your kindness and warmth is a reflection of OUR parish family.

A blue bin for Lost & Found is located in the Library.

Should you not be able to usher, please try first to find a replacement. The Usher Phone Roster contains phone numbers, substitutes for various masses and regularly scheduled ushers. Then let your Sacristan know who that person is. If short notice, notify the Sacristan handling your mass, so they can arrange to have someone there.

Please re-read these instructions prior to the start of your month or if you have not ushered in a while.

HOLIDAYS and SPECIAL MASSES will be handled the same as weekend Masses. It is important to be on time and to communicate with your Sacristan as to any special duties or changes to procedures.

We are always looking for additional Sacristans & Ushers. Applications are on the bulletin board in the Closet.

For questions about your responsibilities, please call Herb Pennington at 785-1948 (herbpennjr@bigplanet.com) or see the Sacristan on duty at your Mass.