

## GUIDELINES FOR HOSPITALITY MINISTERS AT ST. MARY'S

The Ministry of Hospitality is one of the most important in Christian Worship. A Hospitality Minister is responsible for the many things which help people to feel welcome and comfortable at worship. Your task, in addition to passing out worship aids and bulletins and helping with the collection and communion procession, is primarily to aid in the building up of Christian Community and improving the climate that surrounds our worship. Thank you for volunteering for this ministry.

The following guidelines are intended to help your ministry of hospitality at St. Mary's.

### BEFORE MASS:

- Wear attire that is appropriate for a minister of hospitality.
- Be at church ½ hour before Mass. Be at your entrance no later than 20 minutes before Mass.
- Go to the ministry room and check for any special instructions. Wear a hospitality minister tag.
- Hand out any programs or printed music.
- Be willing to assist persons coming to church:
  - Welcome people as they arrive. This is important. Open doors for the elderly or people with wheelchairs/walkers. Assist as needed or when requested.
  - Watch for those unfamiliar with St. Mary's.
  - Inform those with young children that we have nursery service for the 8:30 & 10:30 Sunday Mass.
  - Be prepared to direct persons to restrooms and telephones.
- **As the church begins to fill, work in teams of two when seating people. One minister should stand in the back, intercepting families and determining the number of persons. Hold up the appropriate number of fingers to the hospitality minister who is further up the aisle. The minister toward the front of the church should nod if space is available and request that those seated please move toward the center. Once a section is filled, direct the parishioners to another section.**
- The Hospitality Ministers are responsible for checking to see if scheduled gift bearers are present. If not, ask parishioners to assist in bringing the gifts to the front of church. At least two people will be necessary. Try to ask a variety of parishioners. Seat these individuals at the end of a row near the gift table. To keep them from getting nervous, tell them you will come and get them as soon as the collection is completed, and then go get them when the time arrives.

### DURING MASS:

- Late comers are to be seated in a manner as unobtrusive as possible. If possible, seat them toward the rear of the church, or along an outside aisle. Never seat latecomers in the center aisle during the entrance procession. Refrain from seating people during the proclamation of a Scripture Reading, unless they can quickly slide into a seat in the rear of the church. Ask them to wait in the rear of the church with you, and seat them in-between readings if space is only available toward the front of the church.

### PROCEDURE FOR THE COLLECTION:

- **Make sure there are at least 6 collection baskets for each side of the church, and that a large gift basket is available. If a large basket is not available, collect the basket from the money counters, as they may forget to return these baskets to the church after carrying the collection to the money counting room. Make sure a large gift basket is on the gift table in the rear, center of the church.**
- At the beginning of the Prayers of the Faithful, 4 Hospitality Ministers will work in teams of 2 (each should carry 3 baskets). Each takes a section.
- When the people have seated themselves after the Prayers of the Faithful, proceed to the front. There is no need to genuflect.

- Each basket will travel down a row, be handed to the row behind and return to the minister. Process is repeated.
- **IF SIX HOSPITALITY MINISTERS ARE PRESENT FOR MASS, THE 4<sup>TH</sup> AND 5<sup>TH</sup> MINISTERS SHOULD TAKE AN EXTRA BASKET (ANY SIZE THAT IS AVAILABLE), AND HELP WITH THE COLLECTION IN THE VERY FAR SECTIONS (WHERE INDIVIDUAL SEATS ARE PLACED). THIS WILL SPEED THE COLLECTION PROCESS ALONG. Everyone should move as quickly as possible.**
- Bring all baskets to the center, and place the entire collection into the large gift basket. Nod or retrieve the gift bearers. Remind them it is not necessary to genuflect once the gifts have been handed to Father. The Hospitality Minister will lead the procession to the altar, holding the gift basket at chest height unless gift bearers carry it.

**PROCEDURE for the COMMUNION PROCESSION and COUNT of PEOPLE:**

- Come to the front pews after the priest and other communion distributors have taken their hosts and usher people from pews to communion.
- As you assist people as they come forward count all those present-both those receiving communion and those not receiving. Count attendance at each Mass after the collection has been taken. Place the number of people on the report form found in the sacristy. These numbers are used by the Diocese and are used for vital statistics. They are reported annually. Ministers of Hospitality should count both the young and the old and every one in-between those ages. This shapes how many ministers are placed in area parishes.

**AFTER MASS:**

- Hand out bulletins at each entrance to the church. Stand out in the vestibules when handing out bulletins. Return extra bulletins to the ministry room. After the last Mass, put them in the folders by the parish office window.
- Straighten up the books in the pew racks. Pick up areas. Parishioners will be asked to return programs or printed music to the doors, but please go through the pews for any worship aids that are left. Lost items may be brought to the back, and placed on the coat rack. Lesser items such as gloves, or children's toys/books, can be placed on the coat rack, but valuable items (purses, car keys, eyeglasses, should be turned into the office, or see Father for instructions).
- Remember to open all exit doors at the end of Mass. Again, watch for persons needing assistance. Please shut the outside doors before you leave. Otherwise the parish is paying to heat and cool the outside.

Please try to attend and work at all Masses for which you are scheduled. If you are unable to attend, consult the list of ministers for your Mass and call a replacement.

Hospitality Ministry Instructions-updated November 10, 2005