

Procedures for Hospitality Ministers

Before the Liturgy

- ❑ Pray and prepare!
- ❑ Arrive 20-30 minutes before the liturgy. You should be the first to arrive for the celebration.
- ❑ Check the bulletin board outside the Sacristy for notes regarding special circumstances for the liturgy (i.e. baptisms, gift bearers, etc.).
- ❑ Turn on lights by pressing 6 on the light pad, make sure doors are unlocked. The key is in the Hospitality Minister drawer in the Vesting Sacristy. 99% of the time the doors will already be unlocked. Open center doors to the Worship Space (NOT THE DOORS THAT LEAD TO THE BACK OF THE PEWS). We want to encourage people to go to the baptismal font to bless themselves.
- ❑ Be sure the baskets for the collection are near the St. Joseph statue.
- ❑ Welcome and greet the people as they arrive. Be creative! Your ministry requires you to be out-going. Do **not** blend in with the wall. Open the doors for people if the weather is nice. Greet the old and the young. Sometimes children are the best people to greet first. Encourage people to put on nametags so we know who they are.
- ❑ Seek out those who are new, people you haven't seen before. Welcome them and be sure they are comfortable worshipping with our community.
- ❑ Seek out at least three individuals to bring up the gifts (this should be done early on as people arrive).
- ❑ Help people find seats or things that they need (i.e. family members, restrooms, nursery, etc.).
- ❑ After the procession has entered the Worship Space, close the main doors. Direct all others to enter one of the side doors. Entering the main doors will be very distracting once the Liturgy of the Word begins.
- ❑ Should there be a need for overflow, slowly open the Chapel doors for additional seating. Our priority should be to get people in the Worship Space first!
- ❑ Practice good hand hygiene. Cough or sneeze into a tissue or your upper sleeve, not your hands. You are encouraged to wash your hands with soap and water or use an alcohol-based hand sanitizer.
- ❑ Wear appropriate attire. Remember you are in a Holy Place. Please be attentive to any wording that might be on your clothing and to any inappropriate clothing.

During the Liturgy

- Be an active participant. Be attentive to your surroundings and help out if necessary but do not stand guard or pace in the Gathering Space!
- You need to let the Children's Liturgy of the Word Catechist know when the intercessions are starting so that they can gather the children and return to the Worship Space before the Eucharistic Prayer begins. They are meeting in the music room.
- When the presentation of the gifts song begins you open the center doors to the Worship Space and begin the collection process. Pass the baskets within the main body of the Worship Space. One minister needs to go down each of the angled aisles with the baskets.
- Place some of the monetary gifts in the main basket and carry it up in procession with the bread and the wine (see Notes section).
- The servers will come to the main doors and process with the gift bearers. They have been informed on how to do this so please do not try to instruct them as to when they should process in. They do process in once the presider has come to the altar. Be sure to instruct the gift bearers to do the following:
 - Take the gifts to Father. Once he has taken the gifts step back and wait for the others. Once all have offered their gifts, all bow before the altar.
- During communion the Hospitality Ministers go down the aisles on either side of the font or comes down the angled aisles and prepares to start the assembly into the procession for communion. Once you reach the back of your section join the communion procession.
- If there is a second collection be sure you are ready with the baskets immediately following communion. The cantor will always make an announcement stating, "We will now take up a second collection for..." The second collections are taken in the same manner as the first collection. NOTE: 5:30 Mass should place new baskets on the steps of the sanctuary and remove the baskets used for the first collection so that there is no confusion.

As People depart

- When the sending forth song begins prop open all doors leading into the gathering space. **Please wait until the song begins so that we do not send a message that it is o.k. to leave.**
- Hand out bulletins.
- Be sure baskets are returned to their places near the St. Joseph statue.
- Clean up pews in church.

Please do not put bulletins or anything else on the Baptismal font or on the table of the St. Joseph statue. These are ritual objects and not shelves.

Notes:

5:00 p.m., 8:30 a.m., and 10:30 a.m.

- *What to do with the collection?* A portion of the monies collected is brought forward in the procession of the gifts. The remainder is quickly placed in a moneybag (there is no need to sort this) and two Hospitality Ministers escort the collection to be dropped in the deposit box in the old Sacristy. After the liturgy the collection processed in is placed in a moneybag and dropped in the deposit box in the sacristy as well.

5:30 p.m.

- *When the presentation of gifts song begins, carry four large baskets forward and place them on the steps of the sanctuary on both sides.*
- *There is no need to include a basket of money in the procession of the gifts as this gift is already placed before the altar.*
- *What to do with the collection?* After the liturgy the collection is placed in a moneybag and two Hospitality Ministers escort the money to be dropped in the deposit box in the old Sacristy.