

Hospitality Ministry Instructions

One year commitment

Select 5 people per team. Select a team for each Mass. Teams will work together every time.

Place one Minister in charge of each Team – Director. The Director ensures all doors are covered, ushers are in place for collections, gifts and altar servers, lector is present. For the gifts, a total of four people will be needed – money, intentions book, wine, bread

Director is located at the back of the Church.

Director will:

Have one person stationed at each door before Mass to greet people as they enter the Church. Help find seats if necessary.

Ensure parishioners wait until the proper time to be seated if Mass has begun – after First Reading, Second Reading or Gospel.

Have one person stand at each outer door at the end of Mass to send people off with a farewell and bulletin.

The Bulletins will be in a box on the floor in front of the Deacon's Den area.

5:30 & 8:30 Masses will place leftover bulletins back in the box on the floor.

11:30 Mass will place leftover bulletins in the bulletin holder.

Ensure one person turns on the TV monitor 10 minutes before Mass and leaves on until 15 minutes after Mass. TV remote and instructions are located in the last cubby bottom right in the kitchen airlock (has HOSPITALITY on the front with a basket holding Hospitality Minister tags. Remote is in black bag behind basket. Please see pictures below.



Dress appropriately; Women – Dress or skirt knee length or longer with sleeves, nice blouse with sleeves, (if you wear sleeveless, please have something to cover your shoulders)

Men – Dress Slacks, button down shirt (no polo shirts) and tie. Conduct yourself with dignity and decorum.

Instructions: Arrive 20 minutes before Mass begins. Find schedule and choose one person to check Altar Servers, Sacristan and Lector off the schedule. Find 3 people to stand by each door and greet parishioners as they enter the church and send people off with a farewell and bulletin. Choose 6-8 people to help with the collection – be sure to include cry room. Find a family to carry the gifts (different family each week).

Ensure EXO Medallions are set up on the board in the front room of the Deacon's Den area.

5:30 Mass – 4 red cords, 1 (if no Deacon) white

8:30 Mass – 6 red cords, 1 or 2 (if no Deacon) white

11:30 Mass - 8 red cords, 2 or 3 (if no Deacon) white

Collection Ushers - 6 minimum, 8 Maximum

After the Nicene Creed, retreat to the back of the Church, pick-up a basket and position yourself at the end of a row facing the altar. After Father Gaul sits down following the Payers of the Faithful, proceed up the aisle – depending on how many ushers there are, you will either proceed all the way to the front, or stop at the last pew – BOW and proceed with the collection. When the collection is complete, place all monies in the large basket that is used in the procession of the gifts. After the first collection, the gifts are processed up front.

Immediately following Communion return for the second collection.

Gift Bearers – 4 – Prefer a different Family each week to carry the gifts

Ask Family to proceed to the back of the Church following the Prayers of the Faithful. Once positioned, the person in charge will hand them the money basket, intentions book, wine and bread. After Father Gaul proceeds off the altar, the Altar Server will begin the procession up the aisle. Each person will follow once the person in front of them is three pews ahead. Once all four gifts are received, all BOW together and then return to their seat.

Communion Ushers – 2 from front or 4 from front and back

Following the Lord's Prayer, retreat to the back of the Church and position yourself in the middle aisle, one on each side. After the Lamb of God, proceed up to the front of the pews and stop at the first pew. BOW and face each other to allow those who need to distribute communion from the back to walk past you. Once they have passed, begin ushering parishioners out of the pews by stopping beside the pew and motioning for them to come out of the pew.

To usher from the back, walk to the Cry Room and ask parishioners to come down for communion once Father Gaul distributes the Body to the last Altar Server. Once those in the Cry Room have received, begin ushering starting with the last row of chairs and working your way forward.

Somewhere in the middle you and the ushers from the front will meet.

Both set of ushers, stand last in line to receive communion.

****If a person asks how to register – please hand them a Welcome Packet off the Welcome Table in the Gathering Area. Inside the packet there is a Family Registration Form. That is the form they need to fill out and turn into Janice.**

There is also a Catechesis Registration Form if they have children. That form will go to Patricia Martin-Kamionka.

*****PLEASE ensure Coffee Maker is OFF and UNPLUGGED!!**