

## **HOSPITALITY MINISTRY**

### **Collection Bag Process**

At the end of Mass, **TWO** hospitality members (HMs) are to take care of securing the collection:

- Pick up basket from the Altar and take it to the Liturgical Workroom (Working Sacristy)
- Place donations in the correct bank bag; lock bag correctly.
- Place locked bank bag in metal drop box in the Sacristy.
- These two HMs should be 21 years or older, and not be family members.

#### **Section Collection/Black Bag:**

- **TWO** hospitality ministers take collection to Hospitality Room.
- Place donations in the correct bank bag; lock bag correctly.
- Place locked bank bag in metal drop box in the Sacristy.
- These two HMs should be 21 years or older, and not be family members.

**Bags should not be left in cabinets, drawers, or in the Pump Room.**

*Also*, if asked by other volunteers what to do with the Coffee and Donut Money Bag(s), please direct them in this way:

- Place bag in the metal drop box in the Sacristy *OR* Office After-Hours Drop Slot. (Either location is okay for C&D money bag(s) only).