

HOSPITALITY MINISTRY

Key Points

“Welcome one another, then, as Christ welcomed you, for the glory of God.” (Romans 15:7)

“Do not neglect hospitality, for through it some have unknowingly entertained angels.” (Hebrews 13:2)

Before Mass:

- Arrive 20-25 minutes early; check in at kiosk in Hospitality Room.
- Wear nametag “high and visible.”
- Check for directions in Hospitality Room regarding special collections, etc.
- Ask three or four people—can be a family or individuals—to bring up gifts (good opportunity to involve people).
- Check that collection baskets/black bags are in place.
- Determine section assignments.
- Welcome people with a smile, a greeting and eye contact.
- As people arrive, open inside doors for them to enter sanctuary. Do not prop doors open.
- Begin locating open seats, if necessary; ask people to move to the center.

During Mass:

- Politely detain people from seating once priest enters sanctuary in processional. Latecomers should wait in Narthex until Gospel Acclamation. At that point, open two side doors (not center doors); quietly thank people for waiting.
- Station yourself to be available but not distracting. HMs should not walk around or talk during the readings or homily, unless absolutely necessary.
- Process to take up the collection before the offertory song begins.
- Count persons in your section; record on sheet provided after Mass. Lead will record total on clipboard after Mass.
- If there are low-gluten hosts in pyx at credence table, ensure that pyx goes up with offertory gifts. Please check that there are ONLY low-gluten hosts (distinctive white color) in the pyx.
- Help people taking up offertory gifts.
- Process to facilitate Communion when the Communion song begins.
- Be aware of the physically disabled or elderly.
- Section 1 HM holds open Reservation Chapel door for priest and altar server reposing Blessed Sacrament to Tabernacle.
- Be aware of duties unique to 9:30 a.m. (RCIA, Children’s Liturgy of the Word, Homebound Ministers) and 5:00 p.m. Sunday Masses (worship aids).

After Mass:

- Open/prop doors only after priest has exited. Prop open large outside doors as well.
- Section 6 HM and another adult, non-family HM take offering basket to working sacristy to place in lock bag and then in secure drop box. (Refer to “Collection Bag Process” document for specific instructions.)

- Hand out bulletins.
- Send people off with a smile and eye contact.
- Straighten up worship area. Place hymnal books in slots. Gently put up all kneelers.
- Record total attendance on clipboard in sacristy (lead).

Between Sundays:

- Know when scheduled; check website www.svdpparish.org for MSP tool link.
- Arrange for substitute via MSP tool, and inform your team.
- Read emails and be aware of special directions, requests, and changes in procedure.