

HOSPITALITY MINISTRY

Mass Leads

Lead Hospitality Ministers have the following responsibilities:

- Lead is to be an adult HM.
- Ensure there are enough HM volunteers for the Mass, and assign sections; an adult HM (over 21) must be assigned to section 6—to handle collection basket. Assign a second adult HM (non-family member) to assist with transfer of collection to bank bag after Mass. If there is a Black Bag or special collection (listed on wall of Hospitality Room), transfer is made in Hospitality Room by those two HMs. Bank bags must be securely locked. (Refer to “Collection Bag Process” document for specific instructions.)
- Secure three or four individuals to take up offering gifts.
- Inform other HMs on duty of any special circumstances, e.g., second collection, etc.
- For the 9:30 Mass, ensure that first two pews of Section 4 are reserved for RCIA candidates and catechumens. (7:30 HMs place signs, 9:30 HMs remove signs.)
- Ensure that head count is recorded by section and that total is recorded on clipboard.
- For 5:30 Saturday Mass, place new bulletins in five locations of church: slot on wall of narthex, by two side door entrances, in entry to chapel, and near St. Cecilia room.
- For 5:30 Sunday Mass, move cart with worship aids to Narthex, then return them to Hospitality Room after Mass.