

Hospitality Minister How To

Wearing masks

All adults and children over 10 years of age coming to Mass are asked to wear masks with the following exemptions:

- People with a medical condition or disability that prevents wearing a face mask.
- Liturgical ministers during the time of singing, proclaiming the Word of God, or leading others in prayer and worship. At other times, all ministers should wear masks.

If someone refuses to wear a mask you can allow them in but please bring it to Father's attention.

Collection during the offertory

We will discontinue collection at the end of Mass. Instead during the Offertory time, Hospitality Ministers with baskets will go between the pews to receive offerings. * You may use the baskets with or without the handles.

When entering a pew remove the rope from the front pew and lay it in the seat (the rope around the back of the pew is not removed). Leave the rope down for communion.

Ideally there should be four Hospitality Ministers but if there are only three then one Hospitality Minister should take collection in both center pews.

Holy Communion

The priest, deacons and Eucharistic Ministers (hereafter referred to as EMs) will go between the pews to distribute communion. *

The diocese is now allowing communion to be received on the tongue. To accommodate this, Hospitality Ministers carrying a bottle of hand sanitizer and a towel draped around their arm will lead the EM into the pew.

When someone wants to receive communion on the tongue the Ciborium will be handed to the Hospitality Minister who will then provide hand sanitizer to the EM. When the EM has cleaned their hands, the Hospitality Minister will hand them back the Ciborium and communion will be given. You should only need to do this for people receiving communion in the mouth, however, the EM may indicate they need to sanitize their hands.

The EM on the St. Joseph side (right side when facing the altar) will then bring communion to the calming room. The EM on the Virgin Mary side will also bring communion to the balcony. If necessary, an EM will bring communion to the overflow Mass. One EM will distribute communion to the left center pews and the other EM will distribute communion to the right center pews.

This requires four Hospitality Ministers in the church, four in Saint Rita's (if bleachers are down, otherwise we need two), and one in Frizelle Hall.

The hand sanitizer and towels will be kept in the sacristy. If after communion the towel is dirty please put it in hamper in the sacristy.

The collection and communion processes also apply to people sitting in the balcony and at the overflow Mass.

Note: In the very likely situation of not having enough Hospitality Ministers, try to solicit help from the Sacristan, Altar Servers and anyone else willing to help. Since covid we have struggled to find enough Hospitality Ministers but the Good Lord always provides and we get it done. We can only do so much, if you are short-handed just try to make the best use of your help and trust God will provide.

Thank you for your willingness to serve.

Eucharistic Minister How To

Beginning with the Christmas masses we are adding an additional minister to the weekend masses. Please read the following updated procedures

ALL SERVING EMHC (Head B, RB and BCntB)

Go directly to the altar after the "Lord I am not worthy" prayer and stand between the ambo and altar, facing the altar (as before but practice social distancing)

When you receive the ciborium, go to your position to distribute, give communion to your hospitality assistant, then distribute to the congregaton.

HEAD B aka LB: ST Joseph side

Distribute to the communicants who will be standing or kneeling in the pews by the window The hospitality minister will accompany you either before or after. When you have finished, give communion to those standing, kneeling or sitting in back (go to both sides), then go to the calming room. Cleanse your hands , then return the ciborium to the altar and return to your seat.

RB: Mary's side

Distribute to the communicants who will be standing or kneeling in the pews behind the choir. The hospitality minister will accompany you either before or after. When you have finished, go directly to the balcony. DO NOT give to those at the back. Ask your hospitality minister to tell them someone else will give them communion. When you have finished the balcony, return to the front and wait to give to the choir when they have finished singing. Cleanse your hands one final time when you have finished, the return the ciborium to the altar and return to your seat

BCntB: Overflow in Frizelle Hall

When you receive the ciborium. go down the center aisle and to the east door where your hospitality minister will be waiting, After you have given him communion, the two of you will go to Frizelle Hall, Remove the ciborium lid at the table provided, then proceed to the front of the chairs, on either side, and start to give communion. Go up and down the aisles, crossing over the center space, to give communion to all communicants present.

When you have finished, cleanse your hands, recover the ciborium and take it back to the altar at the church, then return to your seat.

COMMUNION ON THE TONGUE

If a communicant wishes to receive on the tongue, do not refuse him. After you have given him communion, hand the ciborium to the hospitality minister, take the sanitizer from him, cleanse your hands, dry your hands, if necessary, return the sanitizer, take the ciborium then proceed to next communicant.

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