

Ministers of Hospitality (10/12/2014)

- 1) **ATTIRE:** MEN – Dress shirt or K of C shirt, Sport coats (except May – September). No tennis shoes or jeans. WOMEN – Dress, skirt, or nice pants, CDA shirt.
- 2) **ARRIVAL TIME** – Check in with the Captain 15 minutes prior to the start of Mass. At 10 minutes prior to start of Mass, your assignment will be replaced by the Captain. At check in, the Captain will advise you of any special instructions/duties for the Mass, and where help is needed in our pre-Mass greeting.
- 3) A Minister of Hospitality should be stationed at each of the 4 outside doors. Most important: Greet people pleasantly – make them feel welcome. 2 Ministers should handle the inside glass doors, keeping them closed to limit the noise into the main body of the church.
- 4) When Mass is ready to begin, open (2) center doors to Sanctuary and close (2) side entry doors. Do not allow entry until the Priest has arrived in front of the Altar.
- 5) Once Mass has begun, the sign “**Mass has Started**” placed outside the two back doors. The Ministers of Hospitality from those two doors should help seat people as needed.
- 6) Once Mass has started – There should be two (2) Ministers handling the inside glass doors from outside (the narthex side). These doors can be very noisy- please do not let them slam shut. The other four (4) Ministers should be inside the main body of the church helping seat the congregation.
- 7) When the first reading starts, we GENTLY hold late comers in the Narthex until the end of the first reading. Be tactful. A smile certainly goes a long way. Remember – these people are generally already uncomfortable. Place the “**Ushers will seat you**” sign a few feet in front of the center doors. We are also to hold back all others who have left the main body and have come into the narthex for whatever reason. If the late arrivals are elderly, handicap or pregnant, gently approach them to see if they would like to be seated. If so, make an exception and escort them inside and seat them. In general, use your best judgment.
- 8) **At the end of the First Reading** – Let people in, and seat as quickly and quietly as possible. We will seat people before and after the Psalm. When the second reading begins, we will close the doors and stop seating until the end of the second reading.
- 9) **The Gospel:** When Father stands for the Alleluia, open the doors and remove the sign. Ministers including the Captain begin seating everyone at this time. Be sure the pews are filled up before allowing people to line the walls, especially a concern at the 11:00 Mass.
- 10) Doors are to remain closed to limit the noise during the Mass.
- 11) **COLLECTIONS** – Captain will direct. Line up for collection during the Intercessions. Assuming there is a 2nd collection, each minister will have 2 baskets – the black lined basket for the 1st collection and the green lined basket for the 2nd collection. Proceed down the center aisle, bow, and hand out the 1st basket to the first pew. Remain at the first pew and wait for the first basket to make its way past 4 or 5 pews. Then hand out the 2nd basket to the first pew. Once both baskets are moving from pew to pew, walk back to where the first basket is, and help along until it reaches the back pew. Once the first basket is secured, the second basket should be following right behind the first. Secure the 2nd basket, then proceed to the back of the church and deposit the collections into their respective bags. Two or more ministers then bring the bags into the sacristy. The bags are tied. The number on the tie should be recorded on the deposit sheet along with the date, the Mass time, and the ministers’ names. Then the bags are deposited in the slot which connects to the safe. Do not forget the cry room, the chapel, and the choir (11 am) during the collection.

12) **GIFTS** – Select (2) or more before Mass, if possible, suitably dressed. If possible, use Children’s Liturgy, Baptisms, First Communions, K of C Corporate Communions, etc... The collection basket is no longer brought to the Altar. Ask the parishioners to take the gifts and wait by the Baptismal font. They should proceed to the Altar when they see the priest rise from his chair. The sacristan will be there to cue the presenters at the proper time.

13) **OUR FATHER** – The Eucharistic Minister Captain will be processing down to get the Reserved Hosts from the Chapel. We need to open the center inside doors and the Chapel doors. Close when finished.

14) **COMMUNION** – The Captain will direct. Proceed down the aisle when Celebrant is halfway through giving Communion to EMHC. Be aware of handicap recipients in your area. Different Masses have different EMHC set-up.

After Communion, the Eucharistic Minister Captain will bring the Reserved Hosts back to the Chapel. Please remember to open and close the center inside doors and the Chapel doors.

15) **END OF MASS** – Captain to direct the handing out of the bulletins at the four outside doors. The remaining two Ministers to open up the inside doors when the priest gets to the Baptismal font. Again – be pleasant and thank people for coming. Wish them a good week.

16) **CLEAN UP** – After Mass, all six (6) Ministers pitch in to fold up the kneelers, pick up loose paper and trash, all song books and prayer books. If all pitch in, this will only take 5 minutes to complete.

Captains – Be sure to replace the black and green collection bags for the next Mass.

Miscellaneous:

Be attentive to the physical, spiritual and emotional needs of the parishioners.

LOOK IN THE WORK SACRISTY FOR SPECIAL SIGN UP SHEETS, especially for Holy Days of Obligation. They will usually be taped on one of the closet doors. We need to pitch in and cover Mass on these days.

Schedules are created in 2 month intervals and are available via email and will be on Church website.

If you cannot make the Mass for which you are scheduled, please call a replacement yourself (captains should call another captain). A roster of Ministers and their telephone number is available via email. If you cannot find a replacement, call the Captain for that Mass.

If you want to be scheduled more frequently or less frequently, or have special scheduling requests, call Bert Guempel (281-852-1549) or at guempel@embarqmail.com

Check w/Choir Director before allowing people to sit in Choir Area.

RESERVED signs, white ropes, baskets etc. are in the first cabinet in the Priest sacristy. Please keep the white ropes in the plastic bags to help keep them clean and white.

There is a telephone in the priest’s sacristy for emergencies. Don’t hesitate to call 911 when appropriate.

Occasionally, people will get sick at Mass. Cleaning supplies should be available in either the work sacristy or the cry room. Do the best you can to clean up the mess. Then the captain should send an email to the parish secretary or the facilities staff person with details, so the area can be more thoroughly cleaned.

We need 120 Ministers (5 Mass x 6 per Mass x 4 weeks) so that each Minister is scheduled only once per month. Currently, we have about 77 Ministers. We need more helpers. Invite others to join!