

GUIDELINES FOR HOSPITALITY MINISTERS



Thank you for volunteering for this very important ministry. While participating in this ministry please remember that you represent the church in making everyone feel welcome to God's house.

- ✓ Arrive early. Please be ready to greet parishioners 15 minutes prior to the start of Mass.
- ✓ Make sure lights are on and the space is clear and inviting.
- ✓ Please greet everyone in a friendly manner, smile, open the door for them – or in great weather prop the doors open to welcome them. You may need to remind them if the Rosary is being said – they are not interrupting and may join in as desired. Per COVID 19, please offer everyone a mask as they have been requested per the Bishop.
- ✓ Yes – please distribute bulletins before Mass as it includes Fr. Felix' homily. Please tell everyone that it is not “word for word” but may help if they have difficulty hearing/understanding Fr.
- ✓ If we have out of town visitors or potential new parishioners, please give them a “welcome bag” located in the vestment closet. It includes a variety of items and a registration form that they should return to the parish office. Invite them to sign our guest book in the entry.
- ✓ Check the Minister Schedule and if no one is present, please find people to present gifts and ushers take up the collection (post COVID 19 requirements). There are 4 handled baskets in the Server Closet that can be used for collections – Ushers must wear masks under current COVID restrictions.
- ✓ When it gets crowded inside – please ask ushers to help people find seats. When the church is full, please direct them to the balcony or nursery room (on east side of Altar.) Chairs can also be brought up from the basement. Please make sure not to block exits.
- ✓ After Mass begins – please notice people as late arrivals come in and welcome or assist as needed.
- ✓ Be ready to help people needing special assistance.
 - For people in wheelchairs, there is extra space on either side of the front rows. Elevator is available to gain access to basement.
 - Health Emergency Response – if someone feels faint, assist them with water and fresh air. If someone passes out, use your judgement about calling 911. When in doubt, do so.
 - Emergency cleaning supplies are located in the basement kitchen area as needed.
 - A simple First Aid Kit is located Servers Closet. Fire extinguishers are located at the bottom of the staircase in basement.
- ✓ After Mass
 - Pass out the bulletins and other items as designated.
 - Hospitality Ministers are asked to also “tidy up” in the pews – pick up left items, straighten books, etc.
 - Please make sure lights are off and all doors are closed before you leave.

Head Hospitality Ministers are Mary Lundstrom 654.654.4222 and Cheryl Moore 406.654.1285 if there are issues or needs. Office Manager, Brenda Rummel will continue to provide and update schedule. Please find your own replacement if you cannot serve at your scheduled time.

Thank you for serving our parish. May your ministry as Hospitality Ministers bring our members back to church, make our parish pray better, become holier and grow closer to God and each other.