

RESPONSIBILITIES OF HOSPITALITY MINISTERS

**In case of an emergency, the closest available phone is in the elevator.*

GREETING AND GATHERING

1. Please arrive at least **20 minutes before Mass**, and put on a **name tag**, found in the Hospitality closet.

Turn on the lights. This includes:

- a. all entrances,
- b. the first row of lights in Church using the switch on the inside of either the Commons doors or East entrance, and
- c. in the sacristy, turn on the rows that are marked as "Sanctuary." (bottom row) in the panel behind the sound cabinet. (*The Presider or Music Minister will turn on the rest of the lights before gathering in the Commons with the other liturgical ministers for prayer.*)

Open all doors into the Church; Broadway, Commons, East entrance. **Commons doors always remain open, even during Mass.**

2. Two ministers go to the sacristy to carry the following items to the gift table at Broadway entrance: the large collection basket, bread plate, wine pitcher and cruet of water. Place bread, water and wine on gift table and large collection basket on the floor, propped up next to the table.

3. **Commons entrance:** ministers greet those who enter church. Please be attentive to those with special needs. There is a wheelchair available for use at the Commons doors.

Broadway entrance: ministers greet people inside or outside when the weather is nice.

East entrance: ministers welcome people inside (or outside).

-Once Mass has begun please remain near the doors going into church for latecomers.

4. **Before Mass**, close ALL doors, except Commons doors. On the *west side* of the Broadway entrance, leave 1 door open so that latecomers move in that direction.

5. One or two **ministers** please be attentive to people who arrive late.

Greet them warmly **at any entrance** and tell them you will seat them.

Do not seat people during the readings, including the responsorial psalm.

The most appropriate time for **late seating** is during the Gathering Song, Glory to God, or the Alleluia before the Gospel.

Seat people in the balcony only after the Church is full; then send people to the Visitation Commons.

Turn the sound on in the Commons if you have seated someone there or if you see a parent bring their child out. The sound system in the VC is located in a cabinet in the hallway that leads to the school. The instructions are on the inside of the door.

6. The Pastoral Council and pastor have asked that all children who leave mass be accompanied by an adult, for their safety.

PREPARATION OF ALTAR AND GIFTS

7. Children's Liturgy of the Word is available at the **10:30am Sunday** liturgy (they gather in the Queen of Peace Rm on the lower level)
 - a. The catechist needs to be informed by a minister of hospitality when the intercessions begin. This gives them enough time to complete their prayer and allows the children to return to their places during the offering (*if there is a baptism during Mass; please inform catechist when intercessions begin, then the children are invited to gather around the font by the pastor*)
8. Please begin the collection **immediately** after the Intercessions. There is **no need to bow or genuflect** when you begin the offering (collection). Please pass **four** baskets for the offering. The 2 ministers that take the center aisle will begin passing the baskets to the two front pews on each side. The other 2 ministers will be at the ends of the pews in the side aisles to receive the baskets and pass them to those in the third and fourth pews. Continue this pattern until reaching the back pews.
 - If there is a baptism, the collection begins immediately after the baptism.
 - If there are people seated in the balcony, please collect their offering with another basket
9. **Promptly** place the offering into one large basket and give to giftbearers to carry in procession with bread and wine. Please walk up center aisle (or invite the giftbearers to do so), it is not necessary to wait for the presider to move. The offering is received **FIRST** by the presider. **After presenting the gifts, please bow from the waist rather than genuflect.**

On the first Sunday of each month, food is collected for WVS and carried in procession. It is not necessary to carry every bag up; just one or two to represent the outreach to the local community. All bags are placed in the side room off of the sanctuary after each mass.

10. **Most Special collections** are now included in the first collection, except for Christmas (Winona Volunteer Services), Memorial Day Weekend (Cemetery Maintenance), Mother's Day Weekend (Catholic Charities) & any special collections designated by current events. The second collection is taken after the Communion procession is finished and the assembly is seated. (when a **second collection** is taken up, **please bring the collection forward** and place near the altar – then both collections are in one location and it is a more visible sign of our offering; it is appropriate to do this even if the closing hymn is already being sung). Collections are also taken up on Thanksgiving (Habit for Humanity) and Holy Days of Obligation.

SENDING FORTH

10. **Bulletins** are distributed to the assembly as they leave church: Please get bulletins and go to the exits **before the closing song begins**.
Put some bulletins in the racks in case you miss someone and proceed to your station:
 - ministers at the Broadway and Commons entrance;
 - 1 minister for the East exit.*(If people are still visiting in Church take a bulletin to them)*

** **After the 10:30 Mass**, all remaining bulletins should be put into racks.
11. **Open all the doors** when the Closing song begins; this allows for presider and server to exit smoothly and helps with the flow of the assembly.

AFTER MASS

12. The cantors will turn off some lights after Mass. Before you leave, please close all doors and **turn off all lights** in the church, the Commons and all entryways, including outdoor lights.

Return all bulletins to the Hospitality Room, unless you're at the 10:30am Mass. After the 10:30am, please place remaining bulletins into the holders at ALL entrances. The box in the hospitality room should be empty.

Do a “walk-through” that includes the balcony area to help make the worship space inviting for the folks who come to the next Mass, i.e. place kneelers up, pick-up any obvious papers, pencils, scattered bulletins, return hymnals to appropriate holders, lost articles, etc.

Lost articles are placed in the **Visitation Commons** in the storage bin underneath the coat rack, unless it is a valuable item, which should be brought to the attention of liturgist or presider.

Return nametags to the back cabinet.

Finding Substitutes: Please be responsible for calling a substitute **before** the weekend you are scheduled if you cannot be present. It is important to choose a substitute from the **current** list of hospitality ministers. These are the people who have expressed a desire to do this ministry and have received training.

Assisted Hearing System— For those who suffer from hearing loss and would benefit from an aid, special devices called earbuds. (a personal device which is worn in the ear and the volume can be controlled by the individual) A small bin in the hospitality room holds 4 earbuds. Be aware that parishioners will ask you if they wish to use one. Simple directions for use are on the box. Make sure the devices are turned off and returned to the storage box after mass.

Appropriate Dress:

Dress pants and shirts, skirts (not above the knee), and dresses are recommended. **No shorts.** *Please wear your nametag and return it to the file boxes after Mass.*

Remember that you represent St. Mary's Parish. You are probably the first person that people will see outside of their home on a given Sunday.

Baptisms during Mass are very frequent. The introductory rites and the preparation of gifts are slightly different when baptisms are celebrated.

1. There is no formal entrance procession; the priest begins in the sanctuary with the family.
2. The collection begins immediately AFTER the baptism, not the intercessions.

Thanks for sharing your gifts in the ministry of hospitality!