

## MINISTER OF HOSPITALITY INSTRUCTIONS

*The role of the hospitality is to serve as the hosts/hostesses of our parish family as it assembles for the Liturgy. They welcome and assist people as they enter, they help people to find proper seating, they gather the gifts of the assembly and they assist people as they leave. Yours is the first of Christ's faces to greet God's people as they assemble for prayer. Let your smile be for all who enter; greet each person as the Lord, for that is precisely whom you meet.*

### **YOU MUST ARRIVE 30 Minutes BEFORE THE START OF LITURGY !!**

#### **Before the Liturgy begins: Pause to pray**

**The Hospitality Room** is located to the left as you enter the worship space in the back corner.

- Put on your "Hospitality" name badge. These are stored in the hospitality room.
- If there are any special inserts, handouts, or instructions you will be told.
- Make sure that at the gift table are the large heart-shaped collection basket, food basket, & the prayer basket.
- You need at least seven hospitality people to do the collection and to direct for – decide who will do which section before Liturgy. If your team is short-handed, you will need to recruit extra hospitality ministers
- Put the collection baskets under the chairs in the back of the sections. The baskets are located in the cupboard in the Hospitality room.
- There are hearing devices in the hospitality room for anyone to use.
- The first aid kit is located in the closet in the gathering area with the red cross on the door.

**The Liturgy sheets** are on the bookcases with the hymnals & the bulletins will be in the cabinets under the hymnals.

- You can insert the sheets into the hymnal in the front but make sure they are sticking up and can be easily seen.

**The disabled and those who have difficulty walking:** One hospitality minister will need to be stationed at the entrance for the disabled (near the Blessed Sacrament Chapel). There hymnals, liturgy sheets, missals, bulletins and hearing devices located there. These folks will sit in the section nearest where they enter. You may remove a chair to make room for a wheelchair and put it in the back near the shrine if needed. Note that a minister will need to return there after the Liturgy to pass out bulletins and assist in putting the hymnals back in the bookcase.

#### **Greet the people as they arrive.**

- Give them a friendly welcome and give them a hymnal with a liturgy sheet.
- Recruit 6 people to bring up the gifts. Try to include all types of people from week to week. (tell them to come back to the gift table *when the collection starts.*)

#### **During Liturgy:**

##### **CLOSE THE DOORS AT THE OPENING PRAYER (just before the First Reading)**

After the opening prayer, latecomers normally wait in the gathering area during the Scripture readings until the people stand for the "Alleluia" (before the Gospel).

If someone asks if they can go in, please tell them that they may but to please stand inside the doors near the baptismal font until the assembly stands for the "Alleluia" so as not to disturb the assembly during the readings. It is also fine if they would like to sit near the back.

-When the assembly stands and the "Alleluia" begins, open the doors. Thank people for waiting, make sure they have hymnals and after everyone has entered, you may close the doors again.

Keep in mind that the gathering area also serves as our “cry room”. There are speakers there so that people can hear and still participate in the Liturgy.

**IN THE WORSHIP AREA: DO NOT “SEAT” PEOPLE DURING THE PROCLAMATION OF THE GOSPEL OR ANY OF THE PRECEDING READINGS.**

-At the 9 & 11 Liturgies, the little ones will be at the “Liturgy of the Word for Children” held in the Day Chapel. Immediately after the homily you will need to tell them they have 3 minutes. Then at the end of the general intercessions (prayers of the faithful) tell them it’s time to come in. The children enter into the worship space during the collection.

**Collection:** **At the end of the Creed, when the General Intercessions BEGIN:** Each of the Hospitality ministers **move to the back of their assigned sections.**

-Immediately after the people sit down, walk to the front and hand one basket to the person in the front row, then walk **7 rows** back and hand the other basket to the first person in the 7th row. The people will pass the basket themselves. Wait at the sixth row to retrieve the first basket. When you have it, walk to the last row and wait for the second basket.

-When the collection is complete place the contents of the baskets into the large heart shaped collection basket at the gift table. It is important to do the collection as quickly as possible.

**Presentation of the Gifts:** Assist those who will bring the gifts to the altar. The order of the procession is: 1.) Water and wine, 2.) the baskets, and 3.) the bread. This procession should be ready to head to the altar as soon as the money basket is filled. One person should be putting the gifts into the hands of the people while the collection is taking place. When there are \*baptisms or a special rite at the Liturgy, do not wait for the money to be collected. Send the people up the aisle with the gifts as soon as Father Dave steps forward to receive them. After the money is collected, a hospitality minister then takes the money basket up the center aisle and places it on the floor in front of the altar next to the prayer and food baskets.

**After the “Our Father” at the Sign of Peace:** Greet the people in the back of the sections with the sign of peace. Then move to the back of the aisles to be ready to direct for Communion. It is nice when those assigned to the center aisle join hands with the people in the back rows for the Lord’s Prayer.

**At Communion:** At the end of the “Lord, I am not worthy...”

-The Hospitality people come up each of the communion procession aisles. When the ministers of the Eucharist are in place, invite the people to come forward.

-Count all of the people (including infants and those not going to communion) in your section as you direct them. Note people in the gathering area as well or standing in the back. Record the section counts and the total for the Liturgy on the sheet in the hospitality room. Remember to count the choir members. Please double check your work. Accurate counts are needed for the diocese.

**After Liturgy:** At announcements, **all hospitality ministers go to the book cases** at the doors.

-Remove all liturgy sheets and return the hymnals neatly to the shelves.

-Two adult ministers pass out bulletins standing outside the doors in the gathering area. Children cannot be seen in the crowd, but they can certainly help the adults. Two need to pass out the children’s bulletins (this is good for kids to do!)

-Afterward, straighten chairs and pick up debris left behind. Lost & found is located in the hospitality room. If a purse or wallet is left behind, take it to the vesting room & notify one of the clergy.

-Make sure bulletins are put in the cupboards under the bookcases after the 4:30 and the 9.

-There is a recycle basket in the hospitality room for the liturgy sheets after the 11.

**WHEN THERE ARE BAPTISMS:**

-The children who are out at for Liturgy of the Word for Children need to be brought back into the worship space during the “Litany of Saints”. When entering, they may *kneel or sit in the center aisle* in front of the baptismal font or they may return to their seats. Give them these instructions in the chapel when you go to get them.

-The collection is done *immediately* after the families of the newly baptized leave the sanctuary.

Be ready with your baskets at the back of your aisles during the Christening (this takes place on the altar platform after the baptisms at the font). The families of the newly baptized will bring up the gifts. Sr. Joyce will assist them and send them up the aisle. (The money basket is taken up later by a hospitality minister)

**Throughout the Liturgy:** Watch for any who are sick or in need of assistance.

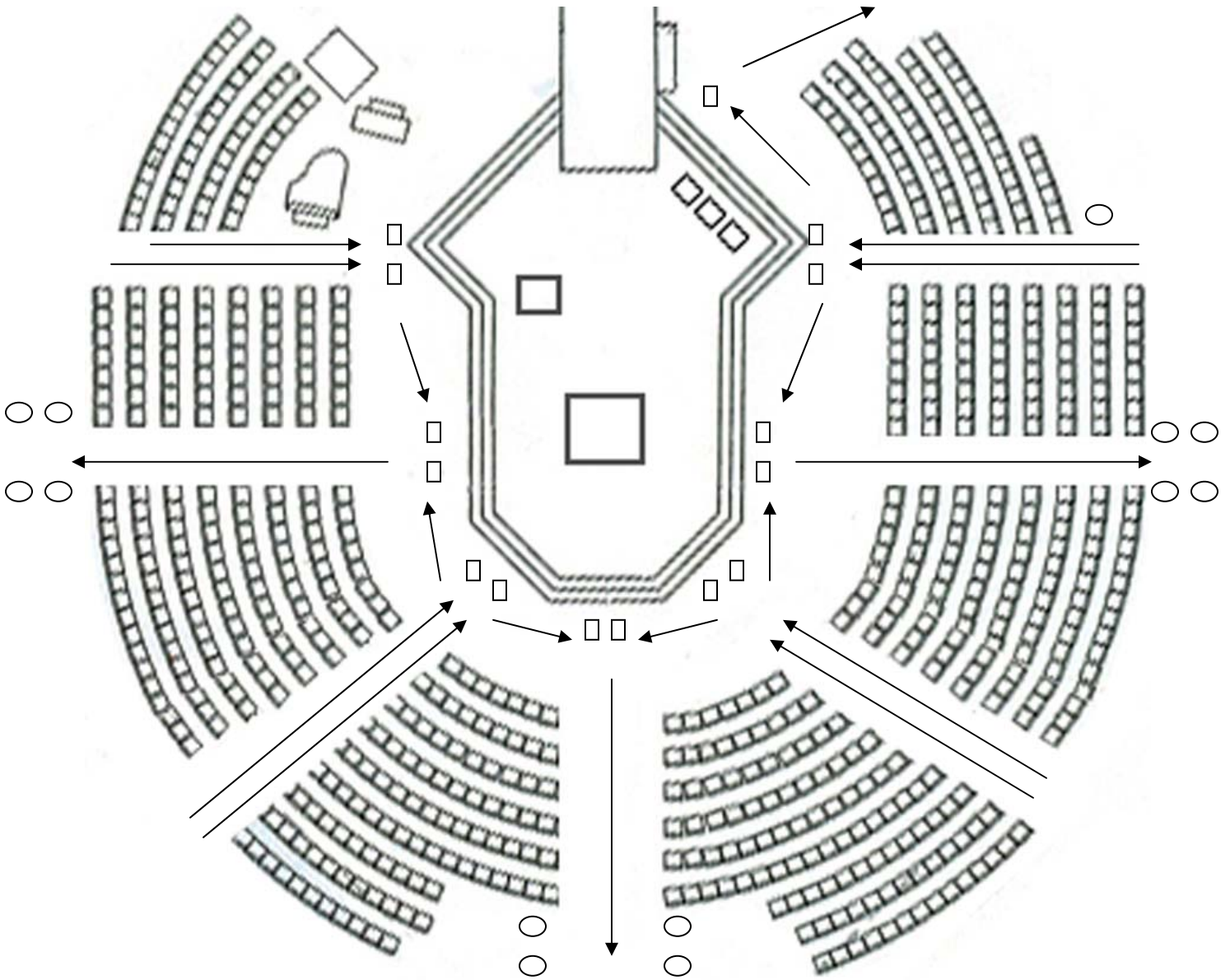
**In Case of an Emergency:**

A phone for emergencies is in the vesting room. You must dial 9 for an outside line. If there is an emergency, **CALL 911 FROM THE VESTING ROOM PHONE.** The people in the assembly who are calling on their cell phones don't necessarily know the address of the church. This information is posted at the phone in the vesting room. Also, when the call is made from this phone, the location and phone number of the church is automatically identified at the public safety answering point through the 911 data base.

**If you cannot serve on your assigned Sunday, you need to find a replacement (sub).**

**Let the captain of your team know that you will not be there and who will be serving for you.**

# COMMUNION & COLLECTION PATTERNS



○ Collection Baskets

□ Eucharistic Ministers

→ Direction for Communion