

HOSPITALITY MINISTER GUIDE

❖ **Before Mass:**

- Please arrive 15 minutes prior to the start of Mass
- Check the schedule located in the sacristy to verify that you are scheduled to serve that Mass.
- Ensure the lights are on setting #2, the collection basket is placed on the baptismal font, and the two center doors into the church are open.
- Greet the people as they arrive assisting in any way you are able, especially pointing the way to the restrooms for any quests.
- You may hand out bulletins to those who are coming in.
- Along with the sacristan, solicit a family or couple to bring up the gifts. If there are no gift bearers determine who will bring the gifts forward.

❖ **During Mass:**

- Once the procession is underway close the center two doors.
- Remain in the back to help with any issues that arise. Once the first reading has begun it is best that those who enter find a seat in the back, or, when we are standing for the Alleluia, to help them find a seat.
- In the sacristy there is a wheelchair, first-aid supplies, cold water and sugar drinks for diabetics. If you feel the need please call out for a doctor.
- The sacristan or hospitality minister should receive the Eucharist last from the deacon or Extraordinary Minister of Holy Communion (EMHC), and then lead them to the back to where there are individuals in need of having the Eucharist brought to them. If there are no such individuals, please inform the Deacon or EMHC.

❖ **After Mass:**

- Please open all of the doors to the church.
- Greet apparent visitors and welcome them to return.
- Place the collection in the collection bag, label it with the Mass time, and place the bag in the safe. There is no need to count the collection.
- Help to reset the church, cleaning up the pews and put the kneelers up.
- It is helpful to notify our Director of Physical Stewardship of maintenance issues in the church – you may do so by leaving a note in the sacristy.
- Be sure to tell Father goodbye as you leave.



Thank you for your ministry!

PAX et BONUM