

MASS DUTIES OF HOSPITALITY MINISTERS

Plan to arrive 15 minutes before Mass. Check the need for gift bearers, special instructions, etc. Song sheets and any other provided materials will be on the tables near the entrances. Hospitality Ministers are responsible to ask someone to bring up the offertory gifts.

Greet the congregation as they arrive and distribute the song sheets. Be as warm, personable, friendly and caring as you would for a guest in your home. You only have one chance to make a good first impression. Be alert for newcomers and visitors. Handicapped individuals need to be put at ease. Be kind and warm to children so they and their parents will feel welcome.

Seat people before and during Mass as needed but try to discourage seating during the Readings, Gospel and Homily. A comment such as "Is there space?" gives those at the end of the pew the choice to move over or allow someone to pass in front of them to the middle of the pew. Encourage everyone to take a seat, if space is available.

Move from the vestibule to the church and close the inside doors when the priest starts down the aisle. This signals the beginning of Mass and limits the vestibule noise. Stay in the back of church for latecomers, distribute song sheets and help seat people as needed. Two ministers should be available in back of church during Mass should anyone need assistance. Father Vowels prefers that all ministers remain in the church and be part of the assembly unless duties require them to be in the vestibule or elsewhere.

Six ministers are needed for offertory collection at most Masses. Four will distribute the hand baskets to the two center sections of church and two will use the pole baskets to collect in the far left and right pew sections. At less attended Masses four ministers are needed, each taking a pole basket to collect from center and side sections. One minister should assist the gift bearers, briefly stating the procedure. The gift bearers present the bread and wine and, at most Masses, the large basket holding the entire collection.

Four ministers are needed at Communion time, with two at the head of each of the side aisles to maintain proper traffic control. One minister should retrieve the large basket from the sanctuary after Communion so the money can be placed in a money pouch for the temple tabulator.

Weekly bulletins should be placed on the tables at the three entrances after Communion. Four ministers are needed to distribute the bulletins, two at the main doors and one at each of the side doors.

After Mass check the pews to collect song sheets, Kleenex, papers, lost articles, etc. Organize song books in the racks, place kneelers in the upright position and leave the church ready for the next Mass.

(Revised 10/06)