

## GUIDELINES FOR HOSPITALITY MINISTERS

Many years ago the main responsibility of the ushers was to take up the Sunday collection. Today the most important part of being a Hospitality Minister is to greet the people in a warm and sincere manner. Please arrive 15 minutes prior to the start of Mass.

Be at your best. Look pleasant. Dress appropriately. Pastor's recommended dress code: Jackets, if possible, for the guys – ties, preferred but optional – dress shirts and dress slacks. Modest and conservative attire for the ladies – skirts or dress slacks with appropriate tops. No shorts, short skirts or bare shoulders.

Greet people by name, if possible, and maintain good eye contact. Make an effort to learn names. Each arrival needs to experience the feeling of belonging, a sense that “it is good to be here”. Be alert to the needs of all people. Community never just happens – its development is a labor of love and none should work at it more earnestly than the Hospitality Minister.

So that attention at Mass by Hospitality Ministers, along with their duties, can be achieved in the best way possible try to minimize movement during Mass. For example, at collection only two ministers are needed to obtain the baskets and return the baskets to the sacristy. The Eucharistic Prayer is the most solemn and prayerful part of the Mass. Only an emergency should draw Hospitality Ministers from their place of worship at this time. At Communion, it is recommended that ministers start from the back of the side aisles and approach the front slowly and reverently to avoid distraction.

Father Vowels wants us to know how important and valuable Hospitality Ministers are as an adult ministry in the church. It's not just handing out programs or taking money. This is the reason we do not have children assist with collection. He also reminds us of the sanctity of the holy water font. Even though it is convenient for leaning against or holding song sheets, this is inappropriate.

Make certain that you know the location of the phone, plastic gloves, first aid kit and clean cloths in case of emergency.

It's important that you are aware of your scheduled Mass so that you arrive 15 minutes early or get a substitute to serve in your place. We depend on you!

(Revised 10/06)