

GUIDELINES FOR MINISTERS OF HOSPITALITY

The People Who Worship

*We gather because we are called
Our gathering emphasizes community
Our gathering is an experience of radical equality
In our gathering children are hospitably welcomed
Our gathering is characterized by joy and hope*

The God We Worship

*Our gathering names God as true God
Gathering on Sunday proclaims the sovereignty and presence of the risen Christ
Our Sunday gathering affirms the values of the Sabbath*

Our Mission and Ministry

*In our gathering we show care for one another
In our gathering the many different gifts are brought together into unity
In our gathering we acknowledge that we are sinners*

Taken from: Liturgy, Justice and the Reign of God

Ministers of Hospitality serve an important role to all those who come to Saint Joseph Church. Those who are parishioners and those who are first time visitors are all called to community at the table and should be welcomed and invited to the banquet. As a Minister of Hospitality, you also will bring the labors and gifts of the community to the table.

It is important that the following procedures be carried out by the Hospitality Ministers.

Preparing for Mass and Greeting before Mass

- ❖ Prepare yourself through prayer for the ministry that you will do.
- ❖ It is important that you are there so that people are welcomed. If you cannot be there as scheduled, it is your responsibility to find a substitute.
- ❖ Arrive at least 20 minutes before Mass.
- ❖ Wear a "Hospitality Minister" badge to identify yourself. These are available in the Hospitality Room.
- ❖ Make sure there are a total of four Ministers of Hospitality present: additional minister(s) are needed if the balcony is opened.

- ❖ Position yourselves at the entryways to the church. Two ministers are typically at the main (Hill Street) entrance, one at the front north (LaSalle) entrance, and one at the front south (Colfax) entrance.
- ❖ Only open the balcony if comfortable seating is no longer available on the main floor of the church. The key to the balcony padlocks may be found on a chain hanging on the bulletin board in the Hospitality Room. Use this key to open both doors at the top of both stairways when opening up balcony seating. (Please remember that opening up the balcony to seating means that one or more additional hospitality ministers will be needed to take up the collection in the balcony.)
- ❖ Distribute worship aids (seasonal only); do not distribute bulletins before Mass.
- ❖ Make sure collection baskets are set out (four small and one large). The baskets are in the closet in the Hospitality Room.
- ❖ Make your first word one of welcome.
- ❖ Watch for new members of the parish or visitors and introduce them to someone else, if possible. Invite them to join the assembly.
- ❖ Watch for visitors or for the elderly who may need extra help (there is a wheelchair in the Reconciliation Room if needed).
- ❖ **At least two ministers should remain in the back and offer to assist latecomers in finding a seat.**

Collection

- ❖ After the Creed, gather in the rear of the church. You should participate in the Prayer of the Faithful from there (do not begin the collection at this time).
- ❖ As people are seated after the Prayer of the Faithful, the collection begins. The spirit of hospitality demands that people should not feel they are being rushed or embarrassed, but try not to waste time.
- ❖ Ministers of Hospitality walk to the front (two in the main aisle and one Minister in each side aisle). Stop at the front pew and bow together. The Ministers of Hospitality in the main aisle hand the basket to the first person seated in the first pew. The Ministers of Hospitality on the side hand the basket to the first person seated in the chairs and once the chairs are finished they proceed to the first person seated in the side pews. One Minister should pass the basket to anyone who is standing in the back and then should proceed to the cry room and balcony if there are families gathered there. The small baskets are to be emptied into the one large basket at the back of church.

Offertory

- ❖ If possible, a family should bring forward the gifts. The family should be instructed to make their way to the gifts table immediately following the Prayer of the Faithful. The family then picks up the gifts and lines up, waiting for the presider to step down in front of the altar with the altar servers. When he does so, the family processes forward with

the gifts. (While the usual practice is to wait until the collection is taken up before proceeding forward with the gifts, certain occasions may demand otherwise. On those occasions, the collection is brought forward by a Hospitality Minister and placed at the foot of the altar, even if the Mass has proceeded beyond the offertory.)

- ❖ The number of people necessary for bringing the gifts forward depends on the Mass. The following items need to be brought forward:
 - paten(s) of hosts
 - pitcher(s) of wine
 - the large basket of monetary offerings (unless this is brought forward on its own later)
- ❖ The gifts should be presented reverently. The bread and wine will become the Body and Blood of Christ. The monetary offerings make possible the work of the parish.
- ❖ As each person comes forward, s/he hands the gift to the presider, who gives them to the altar servers. Once all gifts are presented, the Hospitality Ministers bow together and then return to their seats.

During Communion

- ❖ At large liturgies (especially Easter and Christmas), it is sometimes necessary to direct the flow of Communion. Hospitality Ministers will be contacted about this ahead of time. It is important to be respectful and direct so that all are able to participate in the Communion Rite.

After Mass

- ❖ After Mass, Hospitality Ministers stand at the doors to hand out bulletins as the congregation leaves the church building. Just as people are greeted with a smile and kind word when they arrive, the same should be true when they leave.
- ❖ The last duty of Hospitality Ministers is to help straighten the pews before the next Mass. The hymnals, hymnal supplements (if applicable), and pew cards should be placed in the hymnal racks of each pew. If any clothing or personal items are left behind, they should be placed in the Lost and Found container in the Hospitality Room.

The comprehensive nature of this ministry is very important. If the ministers greet at the doorway, it is assumed that the remaining duties of the Hospitality Ministers are covered. If, then, the ministers do not get up to take the collection, last-minute scrambling to find ministers ensues, which can be disruptive and time-consuming. Please make sure that all duties are carried out.

*Thank you for your attention to these guidelines and
for performing this valued ministry for our parish!*