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## HOSPITALITY MINISTER'S GUIDE

Hospitality is a Ministry of Welcome. Your ministry is of utmost importance to make people at home in our parish. Your smile and kind words should be an encouragement for a visitor.

### Before the Liturgy:

1. Your ministry begins 30 minutes before the start of the liturgy.
2. Ensure the doors and emergency exits are operational; locate the fire extinguishers.
3. Check with the Presider, the Facilitator or the "Today's Liturgy" Memo for anything special about the celebration that day.
4. Turn on the lights (as required) and the P.A. system. [In St. Paul's, turn on hall P.A. system] Leave the lights on low to prevent heating up the church.
5. Greet the community at the entrance with a smile. Hand out the songbooks.
6. Ask the people to wait at the entrance if it is already lined up for procession till it reaches the altar. Request the people, not to walk behind the Presider in the centre aisle.
7. Seek out the following: • Collectors: 6 for the church, 1 for the cry room, [at St. Paul's, 3 or 4 for the hall]. Ask them to come to the back of the church immediately after the Creed. • Gift Bearers: a family of 4 or 5 or a combination of singles, youths or couples to bring up the offerings. In sacramental celebrations like baptism, involve the families who are participating.
8. Assist people to find seats as the church fills up and ensure seating is available for those ministers assisting in the celebration.
9. *Leave the Reconciliation Chapel for its proper use.* Do not remove the chairs.
10. Remain at the back to welcome late comers. Do not seat them during the readings or homily.

### During the Liturgy:

1. Close the outside doors, once the liturgy begins.
2. Listen to ensure that the P.A. system is working properly and adjust it accordingly.
3. Assist any who may need help: physical assistance, finding the washrooms, etc.
4. When a special ceremony follows the homily, wait for a cue from the presider.
5. During the Prayer of the Faithful, distribute the collection baskets and assign the volunteers to their respective aisles. Remind the collectors to pass the baskets along the pew to the collector at the opposite end. The two collectors should work together at either end of the pew. [Wait until after a baptism to begin the collection.]
6. Notify the Angels' Liturgy during the collection to return.
7. Prepare the Gift Bearers with the gifts: be cautious with what you give small children to carry. Do not send up the container with Gluten-free hosts.
8. When the special collection is taken after communion, place the collection in the specially marked bag and place it immediately into the repository.

### After the Liturgy:

1. Distribute bulletins and other handouts to the congregation as they leave.
2. Encourage the children to restack the books and assist in tidying up the church.
3. Prepare the church for the next liturgy. Check the washrooms, flush the toilets, pick up any papers or booklets and straighten up the chairs. Ensure the windows and the doors are properly closed and locked.
4. At St. Paul Church shut off the P.A. system in the hall after the 11 a.m. liturgy.