

# Hospitality Ministry Overview

April, 2016

## I. ARRIVAL

- A. Please arrive at church half an hour before your scheduled Mass time.
- B. **PLEASE CHECK-IN** at the Sacristy upon your arrival
  - 1. Place a check mark next to your name on the schedule so the coordinator knows you are here.

## II. BEFORE MASS DUTIES

- A. 4:00 MASS – 4 to 5 Hospitality Ministers will be scheduled
  - 1. Parking Lot Entrance (Great Hall: 1-2 Ministers at this location)
    - a. Open doors and greet people entering the church
  - 2. Rear Entrance Doors (2 Ministers at this location)
    - a. Hand out Worship Aids and greet people entering church
  - 3. Atrium Entrance (Set-up if only 4 Ministers are scheduled)
    - a. Please put stand that is currently in atrium area where the hallway leading to church and office area intersect so parishioners may return worship aids and pick up bulletins
  - 4. Atrium Entrance (If 5 Ministers are scheduled)**
    - a. Please station yourself outside the doors in the parish center, leading into the atrium
    - b. Hand out Worship Aids and greet people entering church
- B. 8:00 & 10:00 Masses – 4 Hospitality Ministers will be scheduled (Observe same stations as 4:00 Mass except for **#4** – Extra Minister Scheduled)
- C. 6:30 Mass – 3 Hospitality Ministers will be scheduled (Observe same stations as 4:00 Mass except for **#4** – Extra Minister Scheduled)
- D. Preparation of collection baskets & church bulletins
  - 1. One minister should bring the baskets from the rear sacristy room and place on the rear heaters so that they are ready for the collection.

2. The same person may also bring out the church bulletins and place them on the heaters so they are ready to give out after Mass.

D. AS MASS TIME APPROACHES

1. Please assist late parishioners to available pew seating.
  - a. Especially at 4:00 and 10:00 Masses: **Please note that seating is now available where the Marion shrine had been located.**
2. If requested, please assist parents with small children to the cry room area located next to the front sacristy.

**3. Please keep voice level to a minimum.**

III. AT THE BEGINNING OF MASS

A. **NEVER seat late parishioners during the Gospel or ANY of the readings.**

1. If absolutely necessary, you may seat parishioners during the Responsorial Psalm. This should also be avoided, if possible.

III. DURING THE COLLECTION

A. LEFT AISLE – 1 MINISTER

1. Please take 2 baskets and proceed up the left aisle.
2. Please hand 1 basket to the people sitting in the front row.
3. Please hand the other basket to the people sitting on the front-most side pew.
4. Please retrieve the baskets upon returning to the rear of church.

B. CENTER AISLE – 2 MINISTERS

1. Please take 2 baskets and proceed up the center aisle.
2. Please hand one basket to the people sitting half-way up the aisle
3. Please hand the other basket to the people sitting in the front row
4. Please retrieve the baskets upon returning to the rear of church.

C. RIGHT AISLE – 1 MINISTER

1. Please take 3 baskets and handful of bulletins and proceed up the right aisle
2. Please hand first basket to the people sitting in the pew by the exit door (in front of cry room)
3. Please hand the second basket to the people sitting in the front-most side pew.
4. Please place bulletins on stand outside of atrium area!

5. Proceed to the cry room and hand basket to people in this area, and collect before leaving.
5. Collect first basket in chair area by sacristy.
6. Proceed to rear of church to collect second basket.

D. BALCONY – 1 MINISTER

**1. When people are seated in the balcony, 1 Minister is needed to distribute collection baskets to this area**

E. AFTER ALL BASKETS HAVE BEEN COLLECTED

1. Place contents of baskets in large collection basket.
2. One minister brings the large collection basket to the right side of the platform, near the top step and then return to the back of church.

### III. COMMUNION DISTRIBUTION

A. As Eucharistic Ministers receive communion

1. Two ministers should approach the front of the church via the center aisle to direct the flow of people for communion.
2. The two remaining ministers in back should locate parishioners who will need assistance.

B. During communion

1. The two ministers in front should direct the flow of traffic.
  - a. Receive communion after all others have received.
2. The two remaining ministers in the back of church should direct Communion Ministers to where disabled people are or those otherwise unable to reach a Communion Minister, so they are able to receive communion.
  - a. Receive communion after all others have received.

C. Immediately after Communion

1. Please adjust position of worship aid stands in order to allow people exiting church to conveniently return their worship aids.

### IV. AFTER MASS

A. Large Collection Basket

1. One Minister should retrieve large collection basket and children's collection and bring it back to the rear Vesting Sacristy.
2. TWO Ministers should collate the donations and secure them in the security box or give to Fr. Jim.

3. **\*\*\*AT 10:00 MASS ONLY\*\*\*** TWO ministers should bring money to Money Counters upstairs.
  - a. Often, the Money Counters will meet you in atrium area.
- B. Bulletins
  1. ALL REMAINING MINISTERS should hand out church bulletins to people exiting church. **Please make an extra effort to make sure that people exiting church have a bulletin.**
- C. Clean-up
  1. Once Church is relatively empty, please pick-up all worship aids and other papers from the pews.
  2. Items left behind in church should be placed in one of the side cabinets located on either side of the rear exit.
    - a. Items of significant value (i.e. purses, cell phones, etc) should be given to a staff person.

## V. Ministry Scheduler Pro Scheduling System

- A. Ministers are scheduled in 3 month periods (i.e. April – June).
  1. Scheduling availability reminders will be emailed to ministers at least one week before deadline.
  2. Schedule will be emailed to ministers when completed, and posted on the church website ([www.saintjosephparish.org](http://www.saintjosephparish.org))
  3. Ministers will be emailed reminders the week they are scheduled to serve. See B1 (below) for more information.
- B. YOU CONTROL IN THE SYSTEM
  1. When email reminders are sent to you.
  2. Dates you are UNAVAILABLE
  3. Mass preference(s)
  4. Requesting a substitute
  5. Accepting a sub or “swap” request
  6. Personal information (i.e. email address, password, etc)
- C. Administrator controls
  1. Specific dates that YOU ARE REQUESTING to be scheduled for
  2. Specific numbered weekends that YOU ARE REQUESTING to be scheduled for (i.e. the 1<sup>st</sup> or 3<sup>rd</sup> weekends of the month)
  3. Qualified ministries
  4. Preferred Scheduling Frequency

