

ST. PAUL CATHOLIC CHURCH
GUIDELINES FOR HOSPITALITY MINISTERS

Thank you for volunteering for this very important ministry. While participating in this ministry please remember that you represent the church in making everyone feel welcome to God's house.

Responsibilities of the hospitality ministers:

- Check the bulletin board in the work room prior to Mass for special instructions.
- Please be ready to greet parishioners 15 minutes prior to the start of Mass. Please greet them in a friendly manner, smile, open the door for them, offer to shake hands.
- The head usher of the day needs to select a family to bring up the gifts for the offertory if there are not specific notes to the contrary in the work room.
- Please be sensitive to the needs of others, especially the handicapped and those who may be feeling ill (offer to help if needed). Also, there are especially-selected areas in the front of the church for those in wheel chairs and their families.
- A blanket and a wheel chair have been placed in the "sign-in" room for emergency purposes. There are also first aid supplies located in the back room of the sacristy (where the altar servers dress). Please know where these are and how to use them. You have been instructed in their use during training. If you need a refresher call the Parish Nurse, Clara Heimericks at 689-3932.
- Watch for male parishioners entering the church with hats, caps or hoods on - politely ask them to remove them.
- Be aware of anyone using inappropriate language in the church and politely inform them that it is not acceptable.
- Be aware of people (including Eucharistic Ministers) at the back of the church or vestibule who are being loud and correct them.
- Try to be aware of open seating so that when the need arises, you will be prepared to handle it.
- Do not seat people after the beginning of the readings and until the Homily is completed. Please do this in the most friendly way. Also, do not seat people during the consecration (raising of the host and the priest saying: "The Body of Christ" until the "Great Amen". The exception would be a sick person or possibly a pregnant woman.

- The head usher is also responsible for soliciting help if there are not enough ushers to take up the collection.
- Take up the collection - Prior to the collection, come forward to the front of the church at your respective positions, bow in unison and then begin your collection. Follow this same procedure for second collections by coming forward to the front of the church at your respective positions when Father returns the ciborium to the tabernacle and he returns to the altar.
- The head usher or designated representative will bring the monetary offering to the altar.
- After presenting the monetary offering, return to the back of the church and join with one other usher and take the offering to the sacristy. Once in the sacristy remove the money from the basket and place it in one or more of the large plastic money envelopes stored there. Remove the tape from the top of the envelope(s), and seal them closed. Using the pens stored in the sacristy write the time and date of the Mass, whether it is the first or second collection, and the names of the two ushers on the plastic envelope. Place the envelope in the safe. Return to the main church for the rest of the Mass.
- If you encounter a child that will not stop crying, respectfully suggest the "cry room" to the parent.
- If you observe a child wandering around the church, especially on the altar area please locate the parents or guide the child back to their seat.
- Correct people that are interfering with the normal flow of the service.
- Inform people that no photographs are to be taken from the altar.
- When receiving Communion, rather than you receiving together in the center aisle, we want you to receive last, separately in your respective area. This accomplishes two things; you are truly being hospitable by allowing everyone to go before you and secondly, if you have a parishioner that cannot come forward to receive communion, you will be there to guide the Eucharistic Ministers to their location.
- Pass out the bulletins at the end of Mass.
- Make sure the pews and books are in good orderly condition for the following Mass.
- Be especially watchful during the Christmas Eve celebration of people who may have over indulged and be prepared to escort them out of the church.

- On Palm Sunday keep the vestibule area clear, as Father, the Deacon and the eucharistic ministers will be processing into the church after the blessing of the palms, followed by the