



## HOLY FAMILY PARISH

### **ROLE AND RESPONSIBILITY OF THE MINISTER OF HOSPITALITY**

1. Please arrive at least TWENTY MINUTES before Mass begins. Many people **do come** this early. Captains (or first Minister to arrive) should **CHECK FOR SPECIAL INSTRUCTIONS ON THE BULLETIN BOARD IN THE USHERS' ROOM**. Some ushers are arriving just a few minutes before Mass. This greatly diminishes your role in welcoming the people to the church and preparing for Mass.
2. Greeters are to stand at each of the six doors to welcome people as they arrive for Mass. THIS FRIENDLY WELCOME IS ONE OF THE MOST SIGNIFICANT ASPECTS OF YOUR MINISTRY AND IS NOTICED BY MANY WHO VISIT OUR PARISH. EUCHARISTIC MINISTERS HAVE ALSO BEEN INSTRUCTED TO GREET PEOPLE AS THEY ARRIVE, PLEASE WELCOME THEM TO THIS MINISTRY.
3. Try to be attentive to the temperature in the building, opening or closing the doors and windows as needed.
4. Seating of late-comers: 1 or 2 ushers may remain near the rear of the church during the opening rites of the Mass to keep late-comers from taking their seats during the Liturgy of the Word. **Please ask them to wait until after the Gospel**, and then take their place. At this point these ushers should take their place in a pew.
5. **All ushers should be at their place, in a pew, during the Mass to participate fully with the congregation.** The exception to this, of course, is for the Collection and the Gift Procession, and when placing the bulletins at the tables near the doors. One usher may remain in the rear of the church throughout the Mass in order to be available emergencies, etc.
6. There should be at least 6 Ministers of Hospitality scheduled for each Mass. Each one will then cover one of the aisles for the collection. Begin the collection as soon as the people are seated after the Concluding Prayer of the General Intercessions. Please do not wait for any other signal.

One usher (preferably person designated for one of the center sections) should start the baskets around, then immediately go to the back of the church to assist the Gift-Bearers. **Bearers of the water and wine precede the bearer of the bread.** Once the Gift-Bearers are in place and have been instructed to proceed up the aisle (as soon as the Presider comes to the center of the aisle), that usher may continue to help with the collection. After all of the money is collected and placed in one basket, one usher takes the basket forward, **gives it to a server on the tabernacle side of the altar**, and asks him/her to place it at the side of the altar in the sanctuary, **(9:30 Mass-basket should be taken directly to the sacristy—via the SIDE DOOR, not the sanctuary door.)**

6. The Captain or designated usher will assign a family for carrying the Gifts in the procession, if there is not already a Baptism, First Communion, or wedding anniversary family designated. **Please remember to check the bulletin board for this.** The participating family should be instructed to come to the back of the church at the BEGINNING of the collection so as not to delay the procession.
7. Ministers are asked to assist the elderly or the handicapped, or anyone else with special needs. If an individual is limited in their movement, inquire as to whether they would like Communion brought to them at their pew. If so, the usher stands at the end of this person's pew at Communion time to indicate their location—usually somewhere in the center aisle.
8. Be aware of emergency numbers, restroom, telephone, and AED locations. Your role is to assist anyone with a need or concern.  
**If a serious incident does occur at Mass, please be sure to fill out an incident report (found in the ushers' room), and give it to the priest after Mass.**
9. **Please place bulletins at the doors of the church during the Communion Procession, NOT DURING THE EUCHARISTIC PRAYER.**
10. Proceed to one the six doors of the church at the end of Mass--stationing yourself before the Closing Song--to distribute bulletins as the people leave. REMEMBER, A FRIENDLY WORD OR SMILE IS A VERY IMPORTANT SIGN OF HOSPITALITY AT THIS TIME!

PLEASE NOTE:

If there are not sufficient ministers at the Mass, be sure that an adequate supply of bulletins is available at each door. On the weekends when special materials are being distributed, please make sure that sufficient copies are available at all doors. Remember: our purpose is to place these items in the hands of our parishioners, not to save them.

11. There should be a Captain for each Mass whose responsibilities are as follows:  
**ARRIVE SUFFICIENTLY EARLY—AT LEAST 20 MINUTES BEFORE MASS**
  - a. To coordinate the Ministers at that Mass, especially special instructions.
  - b. To obtain additional ushers when needed.
  - c. To communicate with the Presider or Director of Worship when necessary.
  - d. To maintain on-going communication with the Coordinator of Ministers of Hospitality concerning special events and seasons.
  - e. To coordinate all arrangements for Baptisms, First Communions, anniversaries, etc. This includes reserving pews, assembling people for the Gift procession, assisting at Communion, etc.
12. Your proper dress is requested and appreciated. For men: a suit or sportcoat and tie. For women: a suit, a dress, a skirt and blouse, or pantsuit. For all: please, no tennis shoes or jeans. Your attire is a symbol of the importance you place on your ministry. It would be wise to come to church dressed ready to minister if needed.

**PLEASE NOTE THE FOLLOWING CHANGE IN THE WEBSITE**

**PROCEDURES:**

Please remember that schedules, phone numbers, and Role and Responsibility sheets are available on the church website: [www.holyfamilystow.org](http://www.holyfamilystow.org), click on Ministries, then click on Liturgical Ministries. You may then select Ministers of Hospitality. Then select either the schedule for the month you wish to view, the contact list, or the Role and Responsibilities sheet.

For the contact list, the user name is "liturgy" and the password is "holycall". Both must be in lower case.

**THANK YOU FOR YOUR DEDICATION AND FAITHFULNESS IN SERVING THE LORD THROUGH THIS VERY SIGNIFICANT MINISTRY!**

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