

Instructions for Ministers of Hospitality

Your role is an important one.

As ministers of hospitality your goal is to welcome everyone, friend or stranger.

Before Mass:

- Come 20 minutes early. Go to the usher table to sign in and put on a name tag. The list of who is scheduled is in the sacristy near the sink. Extra copies of these directions are inside the usher table and in the sacristy.
- **Make sure lights are on in:**
 - the main/front entrance to the building
 - the back entrance to the building (hallway by the men's restroom)
 - the church/sanctuary
 - the fellowship hall
- Open only the **4 middle doors** (closest to the baptismal font).
- **Greet parishioners as they come in.**
- Please find families/individuals to carry forth the gifts. It is not your role to carry forward the gifts. Instruct them to come to the back of the church while the collection is being taken up. **Collection baskets are found inside the usher table.**
- Wheelchairs are located near the front and back entrances of the church. Assist people who might need these.

Wheelchairs/handicap section: There are several handicap-designated pews in the church. However, this does not mean that they have to sit there. Pews are designed to be removed if needed. If someone prefers to sit in a different location, please remove a pew for them (returning it at the end of the Mass).

Hearing devices - Hearing devices are located on the usher table for those who desire them. There are two different types of ear plugs.

When Mass Begins - Close the doors of the church/sanctuary.

During Mass

- **Seating of ushers:** There are 4 chairs in the nave reserved for ushers. Two are in the back, and two along the outside walls next to the arches. At least two adults need to be sitting back in the usher chairs, one on each side of the church.
- **Help latecomers find a place to sit. Please walk parishioners to open spots.** If the church is full, don't be afraid to ask people to make room.
- **Collection of Money:** Ushers will start the baskets at the front of a section and allow the individuals to pass the baskets down the row and behind them.
- As the collection is being passed, walk slowly towards the back of the section (stay with the basket), watching to make sure that the basket continues to be passed back. **Assist if there are large gaps in the congregation and help pass the baskets.** If your section is finished and other sections are still passing near you, start in the back and pass forward.

- Once the baskets are collected, take all baskets to the ushers table and combine them into the large basket. Hand the family/individuals the bread, wine and collection basket. They can go forward when the priest is standing at the bottom step waiting for them.

At the End of Mass and After:

- Open all doors to the church.
- Stand in the hall and near the entryways to hand out bulletins. They are located in the basket on the ushers table.
- After you have passed out the bulletins, close the doors to the church.
- **Go through the church after Mass** and put music books back on the pew shelf with binding of book facing out, and pick up anything that is left in the pews. Throw away garbage and place left-behind items in the lost-and-found basket located on the coat rack.
- **Turn off the lights to the main/front entrance and back entrance after the 5:15pm and 10:00am Masses.** (5:15 ushers please lock entrance doors.)

If an emergency should arise:

Inside the usher table:

- Clean up kit – which includes a bucket, vomit compound, paper towels & gloves
- A key for the janitor closet if extra items are needed
- Flashlight

First aid kits are located:

- Above the heart defibrillator (next to the family restroom)
- In the kitchen, under the telephone
- In the Family restroom

Fire extinguishers are located:

- Near the front and back entrances
- In the church next to the piano

Designated Tornado shelters:

- Men's and women's restrooms in the hall
- Classroom A
- The bathroom in the office space

*Hospitality is a vital element in creating a sense of community for worship.
Don't be afraid to invite someone new into this ministry - male or female, young or old.
Thank you for your service!*

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