

# Hospitality Minister Duties

v1.3 – last updated: 2/27/26

- Hospitality Ministers (HMs) should be at church to open the doors no later than 20 minutes before Mass.
- Greet people as they come in the door, and pass out bulletins - you are the first person people see when they come in and you should make them feel welcome.
- Assist anyone in need such as the elderly, disabled or anyone unfamiliar with our church - those with young children (show them where the cry room is), or those in need of the restrooms.
- Ring the bell in the choir loft five minutes before Mass is to begin.
- Latecomers are to be seated in a manner that should not be disruptive. Refrain from seating people during the proclamation of a scripture reading, unless it can be done quickly at the rear of church. Otherwise ask them to wait until you can seat them.
- Find a volunteer to process with the cross (if possible) at the beginning and end of Mass if no one is scheduled to be a server.
- At Offertory, HMs assist with the collection, placing all collected contributions in the bank bag (found in the basket), sealing it, putting it in the basket, and then bringing it forward (with the gifts) to the presider.
- Find 2 “gift bearers” to bring up the gifts at Offertory. Assist the gift bearers by handing them the cruet of wine and the ciborium of hosts. Wait until the presider comes down around to the front of the altar to process up - HMs will process with the offertory basket. Everyone bows when the presider does and then returns to their seats.
- Count the number of people attending and mark it on the Preparation of Gifts sheet in the back of church.
- After the mass concludes, 1 HM and another volunteer parishioner take the collection basket to the safe in the parish office.
- At the end of Mass and everyone has exited church, lock the front door (deadbolt).
- Clean any loose items (bulletins, trash, etc) from the pews – check with the Music Director (usually in the loft) to see if any copies of music should be left in the pews for the next Mass.