

St. John XXIII Minister of Hospitality Guidelines

*“Welcome one another, then, as Christ welcomed you,
for the glory of God.” (Romans 15:7)*

A Note to Our Ministers of Hospitality:

Thank you for participating in this important ministry at St. John XXIII. You are entrusted with promoting a sense of welcoming, order, and belonging to all the faithful assembled for worship. You have a great responsibility of being the first point of contact and a visible sign of our parish community to all who enter and worship in our church.

About Ministers of Hospitality:

Ministers of hospitality help greet, pass the collections, make sure our elderly and disabled who are not able to present themselves receive the Eucharist, pass out bulletins, and are attentive to any safety and health concerns. Offering a place of welcome to the stranger and to those in need is a strong form of witness. Ministers of hospitality are there to serve and witness.

Requirements of Ministers of Hospitality:

Ministers of Hospitality are typically active and faithful members of the Church. They should have great respect for others, have an approachable demeanor, be comfortable meeting and greeting others with a smile and good eye contact, have an ability to see Christ in every person, be able to follow instructions with flexibility, have a knowledge of the liturgy, have critical thinking skills to make decisions when different circumstances arise and the humility to ask for help as needed.

Scheduling:

Two ministers of hospitality are scheduled for each Mass. Ministers of hospitality are scheduled through Ministry Scheduler Pro (MSP) which is where Ministers of hospitality can set preferred Mass times, designate days they cannot serve, make and accept sub requests, and receive reminders for when they are scheduled. Families are always welcome to join Ministers of hospitality and assist in their duties, such as holding doors, greeting all who enter, and handing out bulletins.

Dress/Appearance:

Ministers of hospitality should dress intentionally with dignified, modest, and suitable attire. Overall, their clothes and appearance should not be a distraction to them or to others based on appearance or function.

Recommendations include:

- Khaki pants, dress pants, knee length or longer skirts or dresses
- Collared shirts, button up shirts, dressy shirts
- Dress shoes and dress socks; prefer no flip flops, slides, crocks, snow boots, super high heels
- Neatly groomed hair
- Simple makeup or jewelry if it is worn

Before Mass:

Ministers of hospitality should arrive 30 minutes before Mass begins and check in at the Liturgical Ministry bulletin board in the gathering space near the sacristy. They should place a check mark by their name or add their name if it is not listed. They should get their name badge on the stand under the bulletin board and wear it for the duration of the Mass. Ministers of hospitality should sit in the chairs in the back of the church along the windows near the center aisle. There are reserved signs they can place on these chairs.

Shut Doors: As the rosary begins the ministers of hospitality shut the all doors to the church proper (nave). Then as greeting by the doors to the building, ministers of hospitality remain attentive to who may need help with the doors of the nave and give assistance as needed. (If your family is helping, another option is to have someone by the nave doors too).

Greeting: The ministers of hospitality greet and welcome the faithful as they gather for worship. They should open the outside doors to the church and greet every person who enters. The ministers of hospitality should help if assistance is needed for people to find a seat.

Presenters of the Gifts: As they greet people, the ministers of hospitality will help find a family, a couple, or several single people (of any ages) to help carry up the offertory gifts. At minimum two people are needed; three are preferred. Ministers of hospitality should communicate between themselves about this to ensure people are assigned to present the gifts. If no one can be found, as a last resort, the ministers of hospitality will bring forward the offertory gifts.

During Mass:

Head Count: After the offertory is collected or the gifts are brought forward, the ministers of hospitality will count all of the people present. Each minister of hospitality will count one side of the church. They will write the number on the Liturgical Ministry bulletin board.

Collection: During the petitions, all ministers of hospitality should get the baskets ready for the offertory collection. Each minister of hospitality will take two baskets, one for each section. Each person will take a side of the church and should wait until the reader returns to their seat before starting up the aisle. When at the front of the church, they should bow to the altar, then start passing the baskets. They may help direct the passing of the baskets and as needed help pass the basket between gaps. After the baskets have been passed, the ministers of hospitality should combine all the baskets into the one large basket to be carried to the front during the offertory procession.

Presentation of the Gifts: The ministers of hospitality assist those who will be taking the gifts forward in the offertory procession. The basket with money should go in front, followed by the hosts and wine. Once the priest and/or deacon are waiting in front of the altar, those bringing forward the gifts should walk slowly and bow after they present the gifts.

Communion: During Communion, ministers of hospitality should be observant to who might need the Eucharist brought back to them. The ministers of hospitality are the last in the Communion line to receive. The first one or two EMHCs finished with their Communion lines will help bring Communion to those who could not present themselves and the ministers of hospitality should make sure that the EMHCs are able to find everyone who still needs to receive.

End of Mass: After the final blessing, the ministers of hospitality should open the doors of the church proper (nave) and get the bulletins.

After Mass:

Bulletins and Farewells: As people leave, the ministers of hospitality should give a bulletin to those who would like one, thank all for coming, and invite them to return again.

Straighten up: Once most people have exited, the ministers of hospitality close the doors to the church proper (nave) to allow for quiet prayer for those who may remain. They should go through the pews and straighten the books and pick up anything that was left in the pews. They should place any items left behind in the Lost and Found bin above the coat rack near restrooms, or if it is a valuable item, they can place it in the office or give it to someone who can put it in the office if the door is locked (i.e. Father, deacon, or staff member).

Name Badge: Finally, the minister of hospitality should return their name badge.

Ministers of hospitality at all times should:

- Be aware of the placement of first aid supplies in case of emergency
- Assist anyone who may need a wheelchair. Wheelchairs are stored in the storage closet.
- Be vigilant. If any suspicious activity, emergencies, health concerns, distractions, etc. arise, the ministers of hospitality should troubleshoot or signal for help from who is needed. If the priest or deacon needs to be notified, the minister of hospitality should do so discreetly. They should assist people with whatever needs they may have during Mass.
- Ministers of hospitality should lead people to the emergency exits and areas to take shelter, as needed during an emergency and direct and help people to get there.
- Ministers of hospitality should be ready to get special instructions as needed especially for special Masses.
- If able, have your phone on you (on silent) in case of emergency to call 9-1-1.