

## **HOSPITALITY MINISTERS Guidelines – 2017**

- This is **Year A**. Year “B” begins 1<sup>st</sup> Sunday of Advent (3 December 2017)
  - Rosters: bulletins – weekly, monthly & [www.resurrectionkingspark.org](http://www.resurrectionkingspark.org)
  - If unavailable notify the parish office.
  - Remember you are in church therefore reverence & no loud conversation is expected.
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### **Before Mass:**

1. Come **30 minutes** before Mass; wear your name tag.
2. Greetings and smiles are always important.
3. Check off the names of other ministries: “√” for present. “A” for apology and “X” for absent. Proclaimers and Special Ministers of Communion have been advised to report to Welcome Desk 10-15 Minutes before Mass or they may be replaced.
4. The first name on the roster is the Hospitality Leader. It is the leader’s responsibility to ensure all positions on the “Mass of the Day” sheets are filled including Offertory Gifts (yellow card). Write the Communion distribution position on the self-adhesive sticker for anyone who seems unsure.
5. Select a child for Our Father.
6. One Hospitality Minister needs to be at Welcome Desk during Mass.
7. Make sure that the bins for collecting gum are placed outside entrance doors.

### **During Mass:**

8. Decide if doors are to be open or closed during Mass.
9. Go to your seat at the conclusion of the Opening Hymn.
10. After receiving Holy Communion go to the Welcome Desk, and prepare to distribute bulletins. Go to your pre-arranged position.
11. Make sure **all doors** are open during final hymn.
12. Move partitions from coffee area to Eastern windows during the final hymn.

### **After Mass**

**Important somebody remain at Welcome Desk after Mass**

13. Offer bulletin to each person as they exit. Cover the Hall foyer after 10.30 Mass. If you need assistance ask the Mass Overseer.
14. After the majority of people have exited, move the church and coffee area offering bulletins to those who remain.
15. Ensure there are enough tables and chairs for those having for coffee; additional tables are on the hall stage.
16. Pick-up any rubbish and place any lost property in lost property cupboard. Check that heaters and fans are turned off.

**At Welcome Desk:**

17. Check Welcome Desk shelves for forms, envelopes, pens, etc. leave note in Welcome Desk book if supplies are running low.
18. Write any messages in Welcome Desk book. Should anyone want a special Mass offered direct them to the Parish Office; at the 6pm Mass give them the envelope for that purpose.
19. Give all new parishioners a "New Parishioner" envelope; in Welcome Desk.
20. Baptism Application forms are in the Welcome Desk.