

**“WELCOME ONE ANOTHER, THEN, AS CHRIST WELCOMED YOU, FOR THE GLORY OF GOD.”** Romans 15:7

### **Before Mass**

- Arrive 45 minutes prior to the start time of the liturgy
- Let the lead minister know you are present
- Locate/organize worship aids for distribution
- Locate and prepare bulletins for distribution after the liturgy
- Fill the bulletin holders at the doors with current bulletins
- Locate the hearing aids and place them on the side table in the gathering space
- Make sure collection baskets are in place

### **As people arrive...**

- At least two ministers are in gathering space greeting and handing out worship aids, smile as you do. Remember, you are the first person people see when coming to church and we want them to feel welcomed.
- Unless someone genuinely needs assistance, please let the parishioners open the outside doors of the church for themselves, and do not hold the doors open for a prolonged period, as this plays havoc with our heat and air condition systems
- Avoid opening doors to the worship space for people entering unless assistance is required as this may invite conversation into the worship space
- Lead minister selects a family to bring up the bread, wine and basket during the offertory
- At crowded liturgies, assist in locating seats and encourage empty spaces to be filled
- Minister # 5: Identify those who may need Communion brought to their location and inform John McCravey or a Eucharistic Minister their location before Mass
- After the lector reads the announcements, open the door for the entrance procession
- During liturgies that may have over-flow situations (e.g. Christmas and Easter):
  - Ensure that chairs are placed along the walls of the outer isles if more chairs are needed.
  - If the gathering space is used for over-flow worship, ensure that all doors to the gathering space are opened (including the locked ones) for the entire liturgy
  - Encourage people not to stand in the doorways as this blocks the view of people worshipping from the gathering space.

### **After the liturgy begins...**

- Close the doors once all the members of the entrance procession are in the church
- Minister#5 should remain in the gathering space to assist latecomers. Latecomers may enter the church at these times:
  - As the congregation sits just before the first reading
  - After the first reading
  - After the responsorial psalm
  - After the second reading
  - After the reading of the Gospel.

Hold people in the gathering space whenever someone is speaking or singing in the church if possible. For people entering the church anyway the ministers inside should give a sign to wait to be seated until the appropriate time.

- During the liturgy keep your eyes and ears open for any situation that requires your attention. Please participate as fully in the liturgy as possible. If you are standing, pick one spot. You may sit if needed. Do not carry on conversations that do not relate to your responsibilities as a hospitality minister
- Be in position for the collection by the end of the Universal Prayer (“Lord, hear our prayer.”)
- Take up the parish offertory collection as described later, and immediately take the money to the back to combine in the large basket for the procession with the gifts.
- Keep the basket on the floor until the collection is complete. Picking up the basket is a sign for the Priest that the collection is complete.
- The large basket with the collection should precede the bread and wine in the procession to the altar
- Any special collection is taken up immediately after the parish offertory collection

### **Communion Procession**

- Be in position as soon as the Eucharistic Ministers start preparing
- Two ministers guide parishioners from the center aisle; others guide from the side aisles
- Important: Communion does not start until the Priest is ready and at his station.
- Minister #5 leads Eucharistic Minister to those who can't come forward to receive
- At the end of Communion the two ministers from the center aisle take the basket with the parish offertory collection from the altar to the safe

### **At the conclusion of the liturgy...**

- As the recessional music begins, open the doors to the gathering space once the priest is about half way to the back of the church. Do not open the doors too soon as people may try to leave ahead of the Priest.
- Minister #2 and #3 distribute bulletins in the center of the gathering space, Minister #5 at the side door.
- Minister #1 and #4 should collect any worship aids left inside the Church
- Collect worship aids. Place neatly back in the basket after the 5:00 and 8:30 Masses.
- Recycle after the 10:30 Mass.
- Make sure collection baskets are back in place

### **In case of an emergency...**

- Alert the celebrant immediately
- Assess the severity of the situation (ie, is a person breathing, is the congregation in immediate danger?) and if appropriate, call 911 from the phone in the Sacristy or press the emergency button on the alarm panel at the side entrance door.
- First Aid Kit located in the sacristy. Wheelchairs located in the gathering space by St. Francis Hall
- The defibrillator is located under a table below a column in the back of the worship space on the right side. Please familiarize yourself with how to operate this equipment.

## Collection Procedures

- Minister #1 and #4 both take three baskets. One basket is given to the smaller outside sections (A & F), while two are given to the larger inside sections (B & E) at the first and seventh rows.
- Minister #2 and #3 both take two baskets. One basket given to the first row and one is given to the ninth row (C & D). It's possible for one minister to do the center aisle alone if needed
- If necessary use more baskets to speed up collection at crowded liturgies
- Return to the back of the church with the collection. Combine it into the basket.
- The parish collection is placed in the large round basket, and this should be left on the floor until it is filled. When it is picked up off the floor, this is the sign for the Priest to come down in front of the altar. The collection basket should be carried forward to the altar first, followed by the bread and wine.
- At least two ministers should be present with any money. Never find yourself alone with money
- During the offertory collection, the fifth minister should assist the gift bearers getting in place and being ready for the procession to the altar

