



Guidelines for HOSPITALITY MINISTERS

St. Mary's Catholic Church, Malta, MT - reviewed 2025

Includes [Diocese of Great Falls-Billings Guidelines dated 10.2007](#)

Thank you for volunteering for this very important ministry. While participating in this ministry please remember that you represent the church in making everyone feel welcome to God's house.

Responsibilities of the hospitality ministers:

- ✓ Arrive early. Please be ready to greet parishioners 15 minutes prior to the start of Mass.
- ✓ Please greet everyone in a friendly manner, smile, open the door for them – or in great weather prop the doors open to welcome them. Handout bulletins noting they include this weeks homily. You may need to remind them if the Rosary is being said – they are not interrupting and may join in as desired. If we have out of town visitors or potential new parishioners, please give them a “welcome bag” located in the vestment closet. It includes a variety of items and a registration form that they should return to the parish office.
- ✓ Make sure lights are on and the space is clear and inviting.
- ✓ Check the Minister Schedule and if no one is present, **please find people to present gifts and take up the collection.**
- ✓ When it gets crowded inside – please ask ushers to help people find seats. When the church is full, please direct them to the balcony or nursery room (on east side of Altar.) Chairs can also be brought up from the basement. Please make sure not to block exits.
- ✓ After Mass begins – please notice people as late arrivals come in and welcome or assist as needed.
- ✓ Be ready to help people needing special assistance.
 - For people in wheelchairs, there is extra space on either side of the front rows. Elevator is available to gain access to basement.
 - Health Emergency Response – if someone feels faint, assist them with water and fresh air. If someone passes out, use your judgement about calling 911. When in doubt, do so.
 - In the event that someone throws up, emergency cleaning supplies are located in the basement kitchen area as needed.
 - A First Aid Kit is located in altar server closet. Fire extinguishers are located at bottom of stairs near elevator
- ✓ After Mass
 - Pass out the bulletins and other items as designated.
 - Hospitality Ministers are asked to also “tidy up” in the pews – pick up left items, straighten books, etc.
 - Please make sure lights are off and all doors are closed before you leave.



Thank you for serving our parish. May your ministry as Hospitality Ministers bring our members back to church, make our parish pray better, become holier and grow closer to God and each other.