

# *Guidelines for Ministers of Hospitality*

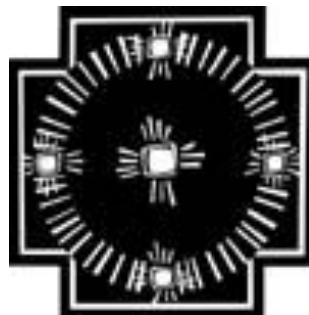
## **The Cathedral of St. John the Evangelist**

### **General items for consideration:**

- As a Minister of Hospitality you are also a Minister of Evangelization. Your ability to welcome individuals to worship will “set the tone” for a worshiper’s experience of the community and its worship. Thus an appropriate demeanor is very important. You and your ministry are of great importance to the life of the community.
- Please dress appropriately. You are generally the first person that the worshiper sees upon entering the Cathedral. As such, your appearance is very important. Please, no jeans or shorts.
- Extraneous movement during liturgy is very distracting. Please think ahead when preparing for liturgy and keep movement to an absolute minimum.
- Be aware of activities taking place so you can answer any questions from visitors.
- Be sure that you have reviewed materials about the Cathedral so that you can answer questions about it.

### **Before Mass:**

- Arrive no later than **20 minutes** before each celebration.
- Place your initials or a check mark beside your name on the schedule outside the Vesting Sacristy.
- Retrieve your name tag in the Ministers’ of Hospitality Room.
- Check bulletin board to see if there are any special announcements/instructions for the celebration.
- Check the building for any stray articles that need to be placed in the lost and found container or disposed of in a refuse container.
- Retrieve enough bulletins to be distributed at your assigned post, the necessary basket(s) for the collection of the offering, and any other items which are necessary during the liturgy. (At 8:00, 9:30, and 11:00 a.m., be sure to check the drawer for the number of bulletins left from the previous liturgy before doing so.)
- Place the bulletins in the drawer of the stand at your assigned post, the basket on the bottom shelf, and any other items as necessary.
- As you facilitate the gathering:
  - At least one minister at each door, smiling, welcoming, handing out Orders of Worship, observing if anyone has any special needs and remaining at the door during the celebration.
  - Please note: the sheet which contains the Readings for the Liturgy of the Word is only to be distributed if a worshiper asks for it. Please do not hand this sheet out as a rule.
  - One or two ministers seating people, filling the areas around the altar first, would be helpful.
  - Remember to acknowledge adolescents and parents appreciate having their children acknowledged.



## **During Mass:**

### Introductory Rites/Liturgy of the Word

*Ministers facilitate the gathering of those who have arrived for Mass into a welcomed, comfortable worshipping community. Ministers help create a quiet, listening environment.*

- Be models of participation to the assembly, responding in song and prayer (do not stand together and talk).
- Be observant to assist when needed in any emergency great and small.
- Assist with the entrance procession by making sure that the center entrance is free as the procession approaches the center doors. Once the entrance procession has begun, close the center doors and ask those arriving late to enter via the side isles.
- Assist those arriving late in finding a seat in the assembly, no matter how late they arrive. As they arrive, hand them an Order of Worship and gently ask them to wait at the door or side isle until an appropriate moment in the liturgy.
- It is important that you remain at or near your post during the duration of the liturgy in order to assist people with emergencies, finding the rest rooms, etc.

### Liturgy of the Eucharist

*Ministers assist those in attendance into the profound meaning of the Eucharist.*

- The Collection
  - Generally this is done by six (6) Ministers in order to help move things along.
  - Presentation of the Gifts – choose people to carry the gifts, guiding them at the proper time, in the proper order with a minister carrying the large basket of money leading the way to the Presider. After the Presider acknowledges the collection proceed to the Working Sacristy.
- Communion – help to keep the movement of people orderly and be aware of those who need communion brought to them. Please communicate this need to Roger Truckey, Scott Eakins, or any Eucharistic Minister.

### Concluding Rites

*Ministers assist those in attendance to rejoin the secular world.*

- Recessional
  - As the music begins for the Recessional, remove the bulletins from the drawer for distribution.
  - Don't open the doors until the procession begin. At that time you can make sure the aisle is free for the ministers to exit.
  - If people create a bottleneck chatting, politely ask that they continue in another spot.
  - Invite and direct people to any activities that may be taking place after Mass.
  - Take the Order of Worship from the people and hand them a bulletin, wish them well and invite guests and parishioners back.

## **Following Mass:**

- Place any excess bulletins in the drawer for the next liturgy. (At 11:00 a.m. make sure bulletins are left on the top of the stand.)
- Sort and straighten the Orders of Worship.
- Make sure hymnals are returned to their place of rest.
- Pick up any litter or personal items that may have been left behind and tidy up the church.
- Return your name tag to the Ministers' of Hospitality Room.