

INSTRUCTIONS TO MINISTER OF HOSPITALITY

For questions please call

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BEFORE MASS:

- **Arrive 15 minutes prior to Mass.**

- Dress appropriately– Please refer to the Dress Guidelines Liturgical Ministers.
- Sign in at the Vesting Sacristy.
- Check the whiteboard for special or last-minute instructions.
- Pick-up Minister of Hospitality name tag.
- Take note of the Point Person in case you need to contact him/her.
- Greet parishioners as they arrive for Mass with a warm and sincere smile and a welcoming salutation. (i.e. Welcome, Good to see you again, Good Morning, Good Evening, Happy Easter...)
- Assist Parishioners with special needs in finding a seat and help with disabled reserved seat sign. The disabled reserved seat sign should be put on the back of an aisle seat with the flag pointing to the isle.
- Get a copy of the sanctuary map, mark the locations that are used by disabled reserved. One copy for all Ministers of Hospitality
- Assist Parishioners by opening doors to the sanctuary.
- Encourage individuals to take a seat in the sanctuary.
- Direct families to the nursery if they ask or look like it would help.
- 10 minutes before mass starts, identify available seats on the sanctuary map to assist in seating in the sanctuary.
- Minister of Hospitality should stay at the front door, to assist people in finding a seat, until 10 minutes after mass starts.
- The Head Minister of Hospitality
 - The first minister of hospitality to sign-in is the Head Minister of Hospitality. However, the Head Minister of Hospitality may hand off the position to another minister of hospitality by mutual consent.
 - Assign duties to the secondary minister of hospitality. If there are insufficient ministers of hospitality, ask the Point Person to assist you.
 - Pick up the slip of paper from Vesting Sacristy for selecting a family to bring up the gifts, find a family or at least 2 individuals, fill out the form, and give it to the 2nd lector.
 - Ensure that there are 2 food baskets and 2 money baskets on the altar steps. One pair on each side.
 - If you can't see or hear the mass in the nursery or the narthex, tell the Media Team

Note: Don't congregate and block the doors.

PRESENTATION OF THE GIFTS:

- The Minister of Hospitality that selected the family should assist the selected people in the presentation of the gifts. As the Prayers of the Faithful begin, proceed to the narthex to provide directions to the family in the presentation of the gifts.
- If there are low gluten hosts in the white bowl, it should be sent forward, otherwise leave it on the table in the Narthex.
- Hand the wine carafe and bowl(s) to the family. (instruct that they need to use both hands to hold the wine carafe).
- Tell them to not to walk too fast to the Altar. (at least 8 feet behind the Cross Bearer)
- When the gifts have been presented to the Presider, the family should stand back in a row and bow to the Altar.
- Then return to their seats.

AFTER MASS:

- After the Final Prayer, the Minister of Hospitality, should proceed to the Narthex and pick up the bulletins and stand at the doors to hand them out as parishioners leave.
- Open doors for the recessional.
- Pick up any items left by parishioners in and around the seats after Mass. Personal items picked up should be taken to the lost and found.
- Take food offering to the pump room, see point person if door is locked.
- Restock special envelopes on every 3rd chair. The envelopes can be found in the vesting sacristy.
- Pick up the reserved & disabled signs and return them to the vesting sacristy or narthex, respectively.
- Return Ministers of Hospitality badge to Vesting Sacristy.

THANK YOU AND GOD BLESS YOU FOR YOUR MINISTRY!