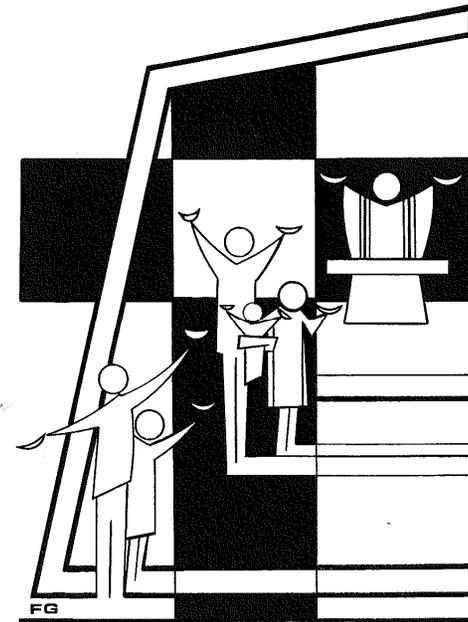


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Find these and other liturgical ministry guidelines
at www.diometuchen.org. Click Depts./Ministries,
then Worship and Liturgical Formation then
Guidelines and Notes.

Guidelines for The Ministry of Hospitality



Diocese of Metuchen

***Prayer of Preparation
for Ministers of Hospitality***

Heavenly Father,

*You sent your Son as a model for hospitality
and ministry.*

*May I have the courage to walk in his ways
and serve your people.*

*Prepare my heart to love all who come
through the door today.*

*Give me eyes to see their needs and their gifts,
and grace to respond wisely to each
situation.*

*I ask this through the same Jesus Christ our
Lord.*

Amen. [2]

- Sacristy**--the room where priests vest before Mass.
Sanctuary--the sacred space elevated before the congregation.
Tabernacle--the ornate receptacle used to place the Body of Christ.
Thurible--container for burning incense.
Thurifer--the server responsible for the Thurible.
Vestments--special robes worn by priests, deacons and altar servers.
- **Alb**--white robe worn over street clothes.
 - **Cincture**--cord used as a belt for the alb.
 - **Chasuble**--colored vestment worn only by the priest.
 - **Dalmatic**--colored vestment worn only by the deacon.
 - **Cassock**--black/red/white vestment worn by priests or altar servers.

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Endnotes

- [1] General Instruction of the Roman Missal [GIRM]. (Washington, D.C.: United States Conference of Catholic Bishops, Inc., 2003), #105, p. 51.
- [2] Guide for Ushers and Greeters, Ferrell and Turner. (Chicago: Liturgy Training Publications, 2008), p. 61.

GUIDELINES FOR LITURGICAL MINISTERS IN THE DIOCESE OF METUCHEN

“Let mutual love continue. Do not neglect hospitality, for through it some have unknowingly entertained angels.” (Hebrews 13:1-2)

MINISTERS OF HOSPITALITY

Introduction

To serve as a minister at the celebration of the Eucharist is a privilege to which you have been called. When we gather together as a community of faith on Sundays, Jesus comes through the door in each and every person who enters the church. Whether we welcome the stranger or friend, we are welcoming Jesus himself into our midst. As a Minister of Hospitality you are the voice of welcome and the first person to greet your brothers and sisters who have come to be nourished at the table of the Lord. You, too, present the face of Christ as you extend the warmth of Christian fellowship to all who come to worship.

Whether you serve as a greeter, an usher or both, you play an important role in creating a welcoming atmosphere and setting the tone for all who take part in the Mass. The proper formation of all of our liturgical ministers is important. How we worship conveys the sacredness of what we believe about the mystery that is taking place in the liturgy. This also helps create the appropriate environment for prayer. As a Minister of Hospitality you will be a positive presence within the parish in which you serve.

These guidelines have been prepared as an aid to assist all ministers perform their roles in a prayerful, reverent and consistent way. These guidelines are not intended to represent an exhaustive list. Specific procedures may vary from parish to parish. Questions about any aspect of serving as a Hospitality Minister (greeter, usher or both) should be directed to your Pastor and/or Pastoral Staff for clarification.

APPENDIX - GLOSSARY OF TERMS

Altar--the table of the Lord in the sanctuary.

Altar Cloth--the tablecloth for the altar.

- **Purificator**--small white cloth used with the chalice.
- **Corporal**--small white cloth placed in the center of the altar.

Altar Vessels--sacred vessels used during the celebration of liturgy.

- **Chalice**--cup used by the priest/Eucharistic ministers for the Blood of Christ.
- **Paten**--small dish usually used with the chalice.
- **Ciborium**--cup for the Body of Christ in the Tabernacle.
- **Pall**--stiff, white board placed over the chalice. **Note!** The white covering for a casket is also called a pall.

Ambo--the place where the Word of God is proclaimed.

Aspergillum--the holy water sprinkler.

Bells--may be rung during the consecration of the Mass.

Boat--the container for incense.

Book of Gospels--the book containing the Gospel readings.

Credence Table--the small table off to one side of the sanctuary for sacred vessels.

Cruets--small pitchers of water and wine for the Mass.

Water Bowl--small bowl for the priest to wash his hands during the Liturgy of Eucharist.

Intinction--is the practice of dipping the consecrated bread, or *host*, into the consecrated wine. This is not allowed in the United States.

Lectionary--the book of scriptures read at the liturgy of the Word.

Paschal Candle--the large ornate candle used at funerals, baptisms, and Easter.

Processional Cross--the cross that is carried during the procession in and out of the Mass.

Sacramentary--the book the priest prays from during the Mass.

Sacrarium--special basin that is connected by a pipe directly to the ground used to dispose of water used sacramentally, and particles of the consecrated Eucharist by returning these particles directly to the earth from which it came.

- f. **Parish Newcomers:** People new to the parish may ask you about registering in the parish. Know what the parish registration process is, where the parish office is located so you can direct people.
- g. **Ministry and Parish Organization List:** Often people are looking for ways to get more involved in parish life. Some parishes have a list or a booklet that they can give to people new to the parish that provide descriptions and contact information for parish organizations. It would be helpful for you to have a good understanding of the various parish groups and ministries to help answer questions and perhaps provide some guidance. At least know who to direct them to so that they can have their questions answered.
- h. **Parish Website:** These days the parish website has a wealth of information about the parish, the school if there is one, parish cemetery or other functions available in the parish. Become familiar with the website and the website address so that you can direct people to it. Hopefully the parish web address and the e-mail addresses for the pastoral staff are on the bulletin or website for easy accessibility.
- i. **Parish Events:** Become familiar with the major parish events that might be coming up including date, time, location and what the event is about.
- j. **Parish Bulletin:** Read the parish bulletin to become familiar with what is happening in the parish.
- k. **Ministry E-mail Lists:** Today, e-mail is one of the primary means of communicating with other people. Having a ministry e-mail list can be a good and quick way to keep in touch with fellow ministers to alert them to major happenings during the liturgies or other helpful information that can be passed along. If you don't have one, consider creating one.

1. THE ROLE OF MINISTERS OF HOSPITALITY

The concept of the ministry of hospitality is a fairly recent expansion of the traditional role of the usher which was a common function in every parish prior to Vatican Council II. Generally, the usher was responsible to take up the collection(s), to help seat people, offer assistance as needed and was a role typically held by men. With the liturgical reform that resulted from Vatican II, the role of greeter developed whose purpose was to offer welcome to churchgoers in a spirit of hospitality and fellowship as they arrived for Mass. In some cases, ushers took on this additional role. In other cases, greeters were added and had a distinct role from that of ushers. Women also became more involved and could serve as either an usher, greeter or both. Whether they are distinct groups of people in a parish or one group that performs both roles, the ministry of hospitality is the umbrella under which both now fall.

However this ministry is implemented in your parish, it is important to note that the liturgy documents include both ushers and greeters as having a liturgical function at Mass. In identifying the particular ministries at Mass, in addition to the sacristan and commentator, *The General Instruction of the Roman Missal* (GIRM) notes that “the following also exercise a liturgical function: ...those who take up the collection in the church; those who, in some places, meet the faithful at the church entrance, lead them to appropriate places, and direct processions.”[1](GIRM # 105) As liturgical ministers serving at Mass, proper formation and training is an important dimension to understanding and fulfilling the role that has been entrusted to you. For purposes of these guidelines, we will examine the appropriate *function or role* of greeters and ushers independent of whether they are performed by separate people or combined.

Hospitality can take many forms. Although we can provide a definition of it in words, perhaps it is best understood in terms of “you know it when you feel it.” It is that sense of welcome that people, and fellow believers, are

seeking when they come to church. Everyone wants to belong and feel a part of the faith community no matter what their language, race, financial means or any other status indicator. In actuality, hospitality is not something that is delegated to a particular group in a parish but rather is part of the job description of each and every person in the assembly. When understood in a community this way, then that welcoming environment is present not just at the doors of the church but up and down every aisle, from choir loft to sanctuary, and in every pew and every person. True hospitality is living and active and a hallmark of a community of faith. It can have a powerful affect on all present.

Those who feel called to serve as an usher/greeter or minister of hospitality will have a capacity and the desire to convey that sense of welcome to friend and stranger alike. Assisting others and being sensitive to their needs is second nature. Greeting is not simply saying hello or handing someone a bulletin on the way out. It is not just passing the collection basket but recognizing and valuing the treasure that people are offering to God. Rather, it is a mindset and an attitude that draws people in and makes them feel a part even if only a visitor. Like all liturgical ministries, it is a gift and a blessing and should be carried out with great care.

Today, this ministry is open to both men and women and people from all age groups. It is one of the few liturgical ministries where a family can serve together which creates a wonderful witness of family, faith and community. Young adults and children can also participate. When forming a hospitality ministry or recruiting new members to serve, think beyond the typical choices and consider inviting families and people from different groups to be the face of welcome in your parish.

To be most effective as ushers and greeters it is also important to have an understanding of the liturgy, the liturgical environment and the liturgical seasons. A winning smile coupled with a firm knowledge of what is taking place at Mass will help you create and maintain a spirit of welcome, a sense of reverence, and a prayerful atmosphere for all.

back of these guidelines for a listing. Ask for a tour of the church so that you can learn the correct names of all the items in the church and where they are located.

- c. **Gestures and Postures:** As a minister of the church people will take notice of what you do. Like all ministers, you can help to model what others should be doing by your gestures and actions while serving both before and during Mass. A few important gestures to take note of:
 - Before or after Mass, genuflect to the Blessed Sacrament reserved in the tabernacle.
 - During Mass, bow to the altar whenever passing it.
 - Participating fully during Mass: Singing, responding to prayers, listening, bowing your head when receiving Communion. Being quiet and respectful inside the church mindful that people are trying to pray. Bowing during the creed at the words *“by the power of the Holy Spirit he was born of the Virgin Mary and became Man.”* Being reverent and respectful by your actions will help people understand that this is a sacred place.
- d. **Learn more about the Mass:** Use your service in this ministry as an opportunity to increase your understanding of what happens at Mass. Not only will this enrich your own spiritual life and participation at Mass but it will better enable you to help answer questions should you get some. Perhaps this might be something that is provided as part of the general ministry orientation program for new ministers.
- e. **Church Environment:** Over the course of the church year you will notice that the décor and appointments in the church change with the liturgical seasons. Also, there are changes in the liturgy with each season as well. As part of your own learning and formation, become familiar with the changes that occur with Advent/Christmas, Lent/Easter and Ordinary Time. With each season understand the symbols, colors and changes that reflect it in the church and the Mass. This will also help you answer questions or make others aware of the change in seasons and the significance as part of our faith.

Hospitality there is much more involved in creating a welcoming environment that extends beyond a warm hello. This ministry is more than just having someone standing at the door of the church. To be most effective in the ministry of hospitality, like all other ministries there should be some formation and training for those who will serve as ushers and greeters. The parish should also provide some orientation and training for the hospitality ministers before they serve.

Here are some other things to consider as part of an overall orientation and formation process for hospitality ministers. The more you know about the parish, both the physical environment and general parish life, the better equipped you will be to serve as a bridge between those who come to worship and the parish community. As the first face of the community to people who come, you will be asked all sorts of questions. Of course you will not need to be able to answer every possible one, however, it is helpful to know to whom questions can be directed. Below are some things that will help you become informed.

A. SOME IMPORTANT THINGS TO KNOW...

- a. **Church layout:** Even the most seasoned parishioners may not know the physical facility as well as they might think. Take or make a tour of the church so that you will know things such as the location of seating for those who are disabled, all exits, location of restrooms, hospitality room where collection baskets are kept, church safe, location of first aid kit, location of phone in case of emergency, location of important phone numbers in case of emergency, location of fire extinguishers, where confessionals are, votive candle offerings, cry room, where baptisms are done, choir loft and any other unique feature about your church.
- b. **Signs and Symbols:** It is helpful to learn the names of the various things that are used during Mass or are a central part of the church environment. This will help you refer to them properly should people ask a question. Please see the glossary of terms in the Appendix at the

2. SCHEDULING AND SERVING

Having a sufficient number of ministers available to serve at each Mass is an important dimension of creating the prayerful environment for Mass and attending to the spiritual needs of the community gathered. Each minister is responsible to fulfill assignments or arrange for substitutes if necessary. Ministry is a team effort and others are depending on your service.

- a. When known in advance, particularly in vacation season, inform the office or the parish Coordinator of Hospitality Ministers about days that you will be unavailable to serve so that you will not be scheduled on those days.
- b. If you cannot serve for the time assigned, ***it is your responsibility to find a replacement.***
- c. Be willing to serve without a “swap” if asked and you are available. It is a ministry and we should be willing to serve when needed and available. You never know when you might be in need of someone to fill in for you in an emergency!
- d. Your ministry ***begins*** at least 15 minutes before the scheduled start of Mass. In order to be ready to serve at that time, arrive 10 - 15 minutes before you need to be in position. Check with your Ministry Coordinator to determine how early you should arrive to serve in your parish.
- e. If it is the practice in your parish, when you arrive, sign in and follow the established parish procedure for obtaining your ministry position. You may also be asked to wear a badge and/or jacket or some other identifying clothing so that people will know that you are there to be of assistance. Each parish will have its own protocol so check to know the policy in your own parish.
- f. If the scheduled ministers have not arrived, try to find other ministers to assist.

3. PROPER ATTIRE FOR SATURDAY/SUNDAY LITURGY

All that we say and do when we serve as a minister at Mass speaks about our reverence for the sacred action that is to take place during the liturgy. That includes our demeanor and how we dress. The focus at the liturgy is the Eucharist. Anything that detracts or calls attention to oneself and away from that central point, including one's dress, should be avoided.

Appropriate

For Women

Dresses, skirt suits
(appropriate length)
Pant suits, dress pants
Sweaters & blouses
Shoes (not sneakers)

For Men

Dress shirt w/tie
Sport coats
Suits w/ties
Collared shirts
Shoes (not sneakers)

Inappropriate

For Women

Jeans (no matter the cost or label)
Tube or strapless tops, spaghetti straps
Bare midriff, bare shoulders
Short skirts, shorts
Thong shoes, flip/flops or beach footwear
Tights, spandex leg coverings
Tight or low cut slacks, form fitting clothes or blouses

For Men

Jeans (no matter the cost or label)
T-shirts (with or without writing)
Shorts (dress or otherwise)
Thong shoes, flip-flops or beach footwear
Sneakers

h. There should be a first aid box located somewhere in the church. Know where the first aid box is located in your church in case it is needed.

B. FIRE ALARM GOES OFF

- a.* Remain calm. Sometimes fire alarms are very sensitive to incense, candle smoke or other things that might set them off. Be alert to what is happening to determine whether it is an actual emergency.
- b.* In the event that the church needs to be evacuated, get to your stations and open all the church doors so that people can exit easily. Make sure that at least one person is designated to wait for the fire company and/or police vehicles. Direct people to move at least 250 feet from the building.
- c.* Someone should check any restrooms to ensure that people have heard the alarm and know that they must evacuate.
- d.* Depending on the situation, even if the alarm goes off accidentally, the emergency vehicles will be dispatched and arrive to determine if there is an actual fire hazard. Be sure that someone is designated to meet the emergency vehicles. Follow their directions when they arrive.

C. OTHER UNUSUAL SITUATIONS

- a.* It is difficult to plan for every possible situation and to outline them here. What is most helpful is to review your parish emergency procedures at least annually perhaps at an annual gathering or meeting of hospitality ministers. Awareness of what needs to be done prior to a situation arising will help save time and keep calm and order. Check with your Pastor for parish emergency plans.

7. ORIENTATION AND TRAINING

When people think of ushers and greeters they most often expect that ushers will take up the collection and greeters will simply meet them at the door and say "welcome." However, when a parish truly implements the Ministry of

A. MEDICAL EMERGENCY PLAN:

- a. At all times be alert for emergencies and follow church policy. Familiarize yourself with the appropriate procedure in case of an emergency. Look out for people who may faint, look sick or pale, stealing or creating a threatening situation.
- b. ***All Ministers of Hospitality should respond to the situation. One adult takes charge. Stay calm and assess the situation. Communicate to others what needs to be done.***
- c. Assess if a Medical Emergency exists. What is a Medical Emergency?
 - Unconscious or altered level of consciousness; confused, speaking strangely
 - Breathing problems: difficulty breathing, noisy, wheezy, loud with struggle, saying “I can’t breathe”
 - Persistent chest or “stomach” pain or pressure; “Feels like an elephant is sitting on my chest”
 - No pulse—check for pulse at wrist
 - Severe bleeding
 - Vomiting blood
 - Seizures, severe headache, slurred speech
 - Suspected or obvious injuries to the head or back
 - Suspected broken bones
 - Severe burns
- d. If in doubt, call for help! Call 911 by cell phone or send someone to call 911 from the nearest phone in the church. Know where the nearest phone in the church is located. If further help is needed and no trained medical personnel (nurse, doctor, EMT or police officer) from the parish comes forward, send a minister of hospitality to the priest presiding at the Mass to make an announcement to ask for help for a medical emergency.
- e. Stay with the person until help arrives.
- f. Have someone wait outside to bring in EMTs/Police.
- g. If the situation is not resolved by the time people are leaving, have another minister of hospitality direct exiting parishioners through other doorways.

Notes:

- Exceptions may be allowed if you are filling in without advance notice and no other ministers are available.
- Although you may not be scheduled for a particular Mass, because of scheduling difficulties you may be called upon to serve to fill in for someone else. With this in mind it would be helpful, where possible, if you come dressed for this eventuality.
- If you are serving at a liturgy other than a Sunday Mass such as a Confirmation or First Holy Communion, be mindful of the occasion and dress accordingly. “Sunday best” works best for every occasion!

4. MINISTER PREPARATION

- a. The sacristy is a place for the priests and deacons to prayerfully prepare for Mass. To help maintain that spirit of prayerfulness for all ministers before Mass, please limit any social conversation in the sacristy.
- b. Spend some time before Mass in prayer to help focus on what you are about to do. As ushers/greeters/ministers of hospitality your time before Mass begins generally will be busy. If your schedule allows, plan to arrive a few minutes earlier than usual to spend time in prayer even if brief.
- c. Earlier in the week you can also spend some time praying for those whom you will welcome and minister to on Sunday. Read through the Sunday readings and prayerfully reflect on them. As ushers/greeters you may not always have the opportunity to focus on the readings during Mass.
- d. If it is customary for the ministers to gather to pray before Mass, arrive in sufficient time to participate before taking your place.

5. SERVING AS AN USHER/GREETER OR MINISTER OF HOSPITALITY AT MASS

*"I was ...a stranger and you welcomed me."
(Matthew 25:35)*

A. BEFORE MASS BEGINS

- a. Check the entranceways to ensure that they are clear.
- b. Look around the church to neaten things up, collect any items left behind from the prior Mass.
- c. Check to see if there are any special instructions or things happening during this liturgy that may need your attention or assistance during Mass.
- d. Make sure the collection baskets and money bags are in place. If there is a second collection, ensure that the correct number of baskets and bags are out.
- e. Be attentive to the noise level in the narthex or gathering space as parishioners may be praying in church.
- f. If it appears that you will not have a full team to serve at the assigned Mass, solicit the assistance of someone in the congregation who can assist you with the collection(s).

B. AS THE ASSEMBLY IS GATHERING

- a. Greet people in a friendly manner and welcome everyone. Smile. Give a handshake. Make it a point to learn some new parishioner names each time you serve. Introduce yourself to newcomers.
- b. Be attentive to your duties and avoid engaging in conversations that take your attention away from your ministry. Keep in mind that you are there to make all who come feel welcome.
- c. Be ready to offer assistance to people who may appear to need it. (Elderly, adults with children, persons with disabilities—make sure you give them room to refuse help.)
- d. Distribute worship aids if they are used at particular

may be doors that lead to a narthex rather than the outside doors to the church. Each church will have a different configuration.)

- b. Pick up your bulletins and distribute them as people are leaving the church. Just as you were friendly on the way in, be sure to be friendly in saying goodbye and wishing people a good week.
- c. Should there be coffee or an event happening immediately following the liturgy, be helpful in directing people into the hall or other location for the event.

E. AFTER MASS

- a. In many parishes, the hospitality ministers are asked to tend to the church after Mass to prepare it for the next Mass. Walk through the church and put the kneelers up. Put hymnals back in their place. Collect any bulletins left in the pews. Pick up any items that people may have left behind such as hats, gloves, phones, umbrellas, etc. Know where your parish lost and found is and take the items there.
- b. Close the inner church doors. This will decrease the noise level for those who remain to pray after Mass.
- c. Return your badge.
- d. Make sure collection baskets are ready for the next Mass.
- e. If the next group of hospitality ministers for the next Mass are arriving, pass along any information that might be helpful to them as necessary.

6. DEALING WITH SPECIAL CIRCUMSTANCES

Although it may not happen very often, one of the important functions for ushers and greeters is to know what to do if an emergency situation should arise. Become familiar with the policy and procedures in your parish. Knowing what to do when something unexpected happens can help keep order as well as allow for emergency personnel to respond quickly. Below are some suggested plans to assist you depending on the emergency.

parish. In some parishes the second collection is always a separate collection and may be taken up either immediately following the first collection or after Communion. In other parishes there may be only one actual collection in which both the regular weekly offering and the separate envelope for the second collection are taken together. Know your parish procedure for second collections. Follow the same procedure for placing the collection in the money bags or placing it in the safe and labeling it accordingly.

- g. Special Dismissals:** Many parishes have certain Sunday Masses that are designated for Children's Liturgy of the Word or at which the candidates and catechumens for RCIA are dismissed. Generally in each of these cases, people are dismissed from Mass either right after the opening prayer before the readings in the case of children or after the homily in the case of RCIA. If you are serving at one of these Masses, be alert to the dismissal rite and know which door they will exit the church. You may need to assist by opening the door(s) for them to exit (since the leader of the group may be carrying the Lectionary). Also, in the case of Children's Liturgy, know at what point in the Mass the children will be returning to the church to be reunited with their families. Be attentive to assist any child who might need help finding their seat. This is an opportunity for you to make their re-entry smooth and without major interruption to the liturgy. In the case of RCIA, the candidates and catechumens do not return to church since they go to a separate location to break open the Word. There may be other occasions where there is a special dismissal or other unusual activity. Know ahead of time if there is anything out of the ordinary that may be taking place during the Mass at which you are scheduled.

D. AS THE ASSEMBLY IS DISMISSED

- a.** After Communion, return to your station. Once the recessional hymn begins, open the exit doors (these

Masses. Normally hymnals or missalettes (if your church provides them) are already in the pews.

- e.** Assist in seating people. Gently guide people to sit towards the front of the church first. Should it get too crowded, invite people to move into the pew to make room for others to be seated. Take the initiative to lead people to open seats if seating gets sparse. Most churches now have designated seating areas for people using wheelchairs or persons with other special needs. Know where this seating is and the easiest way to get to it.
- f.** If a person with a disability is seated in another area of the church and will need special assistance for Communion, notify the sacristan or the person who coordinates the Extraordinary Ministers for that Mass so that the minister in that area will be alerted ahead of time. This may vary from parish to parish so check with your Ministry Coordinator for the local parish procedure.
- g.** Select the family or individuals who will bring up the gifts at the offertory. Make sure the gifts are in place before Mass begins. Signal the people when the time comes. Offer this opportunity to various people over time so that the same people are not asked too frequently.
- h.** Observe sacred silence. Be courteous at all times.
- i.** When the procession for Mass is ready to begin, kindly ask people who are just arriving to use a side aisle or to step aside and wait until the procession has passed.
- j.** Know your parish policy for seating latecomers. If they arrive during one of the readings you may need to ask them to wait until the reading is completed before they find a seat. This will allow the assembly to focus on hearing the Word of God without unnecessary distraction.
- k.** In some parishes, the entrance doors may need to be closed once Mass begins. If that is the practice in your parish be sure to close the doors after the procession has begun.

C. DURING MASS

- a. **Participate:** If it is the practice in your parish, you may be asked to remain stationed at one of the doors during Mass. Although you are there to serve, remember that first and foremost you are there to participate as a member of the assembly yourself. Be attentive to the Mass. As a minister you also model the full participation that is expected of all present by singing the hymns, responding to all the prayers, listening to the readings, etc.
- b. **Taking the Collection:** Once everyone is seated after the Prayer of the Faithful, those assigned to take up the collection should proceed, all at the same time, to the front of the Sanctuary or to the first pew in each section of the church, bow to the altar and then begin passing the baskets. As a Minister of Hospitality this is another opportunity where your demeanor is important as people are offering their treasure to God. Smiling is allowed and can maintain the warm and welcoming atmosphere during the liturgy. Make eye contact with people. Be careful not to poke anyone with the basket handle! Once the collection is complete, the procedure may vary from parish to parish depending on whether the collection is brought up as part of the offertory gifts. If that is the case, all of the baskets should be combined into one to be included in the offertory procession. The collection is then transferred into money bags or the safe by someone designated by the Pastor. In some parishes, the collection may be placed immediately into the money bags for deposit into the safe. If this is your procedure, after the collection is complete, take your basket to the designated hospitality room. All ministers of hospitality should enter the room at the same time and be present while the collection is placed in the bag and then in the safe. You should never do this alone. In some parishes the safe may be located in another area of the church. Follow the procedure as directed by your Pastor.

- c. **The Presentation of the Gifts:** Be attentive to what is happening in the sanctuary. Ensure that the people designated to bring up the gifts are in the back of the church and in position. Hand them the gifts to be carried. Wait until you see the Presider moving to the center aisle in front of the altar and then signal the gift bearers to move. In some parishes or perhaps for special occasions or celebrations the altar servers with cross and candles will go to the back of the church to lead the offertory procession. Be aware so that you can direct the gift bearers accordingly. *Ushers and greeters should not bring up the gifts.*
- d. If it is the practice in your parish for the ushers or greeters to distribute the bulletins after Mass, this time at the offertory would be appropriate to get the bulletins out and ready for distributing after Mass.
- e. **The Communion Procession:** As the Presider is giving Communion to the last Extraordinary Minister, the hospitality ministers should proceed to the front of the church or first pew and genuflect. To maintain order and reverence during this sacred time, keep the congregation in the pews until the priest, deacon and Extraordinary Ministers have moved from the sanctuary and taken their positions. In an orderly manner, allow each pew to exit for Communion mindful to keep a steady flow coming up the aisles. This procession is an important and symbolic one and people should not feel like they need to run up the aisle because of large gaps between people. Not every one will go up to Communion so try to avoid calling attention to those who don't or making them feel uncomfortable as others are leaving the pew. Generally, the hospitality ministers would come up to receive Communion at the end of the procession. When you do receive and there is someone who needs to receive Communion in the pew, please inform the Extraordinary Minister and direct or show them where the person is located.
- f. **Second Collections:** The procedure for taking any second collections at Mass may vary from parish to