

## St. Augustine & St. Joseph

### Hospitality Checklist

“In the celebration of Mass the faithful form a holy people, a people whom God has made his own, a royal priesthood, so that they may give thanks to God and offer the spotless Victim not only through the hands of the priest but also together with him, and so they may learn to offer themselves.” General Instruction of the Roman Missal (GIRM) 95

Ministers of Hospitality contribute to the building up of the community by welcoming people as they enter the church and assisting them through the liturgy. By their initial welcoming greeting they begin a person's experience of the Eucharistic liturgy. When a person feels welcome he/she may be more receptive to the many ways God's presence is manifested in the liturgy.

Jesus always welcomed people, often ate with them and changed their lives. We never know how God works through us but we prepare ourselves for this Hospitality Ministry by our prayer of openness to God and his presence in the people we greet, welcome, and assist at the Eucharistic Liturgy.

The purpose of this Checklist is not to be restrictive, but, to set basic standards from which the ministry can grow a little closer to the loving persona of Christ. Perhaps one of the best images to use as you prepare yourself for this ministry is that of Jesus welcoming the little children to his side. If you keep this one image within you as you go about the different tasks listed above, your ministry will become increasingly more meaningful not only to yourself but to our Christian Community.

***Greeting people is the most important function of your ministry. A friendly, “Good morning, welcome to St. Augustine’s or St. Joseph’s”...may seem an insignificant gesture...but in truth it is one of the most powerful prayers one can offer another.***

The responsibility for assuring hospitality throughout the celebration is yours; but that can only happen when you are there. If you are unable to make your assignment, it is essential that YOU call and find a replacement from your Ministry List. Please do not call the rectory.

*“If one of you wants to be great, you must be the servant of the rest.” Matthew 20:26*

God Bless You!

## Responsibility Checklist for Hospitality Ministers

### Prior to the Liturgy:

- Plan to arrive 25 minutes before Mass.
- Please sign in... Sign-in sheet on tall table in the vestibule at St. Augustine's.
- Retrieve your name tag from the Hospitality Box in the cabinet. Please do not use another minister's name tag.
- Place Church bulletins in wall racks at 3 side doors (**fill completely but do not over stuff**), and on counters at the front doors.
- **Housekeeping – Remember this is God's house and should be presentable at all times; straighten out any material in pew racks; raise all kneelers, pickup bulletins even those left inside the missalette holders. Pick up any/all debris left in the pews and on the floor. Plastic gloves are being provided and can be found in the green metal cabinet.**
- Ministers serving at the 4PM Mass please count out 120 bulletins and place them in the container located in the Sacristy for delivery to St. Joseph's may be done before or after Mass.
- Place one large offertory basket and 2 small baskets upside down at the rear (behind the last pew) of the church.
- If there is a special passing of the basket, place 2 large baskets, this will keep the offerings separated. Two Ministers should each carry a basket.
- Check the Church for proper ventilation and lighting.
- Inform Extraordinary Ministers of Holy Communion of any disabled person who wishes to receive Holy Communion, and where they are sitting.
- Begin to greet people entering the Church for the Liturgy.
- Select a family or individuals to bring the Offertory Gifts to the altar. Instruct them to follow the altar server back after the "Prayer of the Faithful". Please ensure the family or individuals selected are properly dressed to carry the Offertory Gifts.
- Join with the Priest and other ministers if a group prayer of preparation is offered.
- If you have a cell phone, please bring it to church (in case of emergency) and change the mode to vibrate.

## During the Liturgy:

- **After the Priest starts down the aisle**, close the center inner doors, leave a single door on each side open for those arriving late. Some of the Priests prefer the center doors remain open, Ministers should ask.
- **Once the Lector approaches the pulpit for the first reading**, out of respect Hospitality Ministers should ask late comers to wait until after the reading to be seated and should offer assistance. Please use the side aisles whenever possible. **Never seat anyone during the Readings, or Homily.**
- Whenever seats are available at the back, please feel free to sit during the Readings and the Homily. However, if assistance is needed and/or a seat is needed, please give up your seat and resume standing position.
- When the readings are completed, assume a standing (not leaning) position on each side of the center doors. If more than two ministers are present the extras should stand at the head of the side aisles.
- **At the completion of the Prayer of the Faithful**, The Hospitality Ministers will begin the procedure for Offertory collection.

### **The procedure is as follows:**

Two hospitality Ministers will walk down the center aisle, each with two baskets Ministers should bow at the altar, then proceed with the following:

- They will give one basket to **Row 1** and one basket to **Row 3**, on both the left and right sides of the aisle
- Parishioners will pass the basket to the person next to them.
- The last parishioner in the pew will pass the basket to the parishioner behind them who will start passing the basket toward the center aisle where the hospitality ministers will be waiting to receive the baskets at the ends of Rows 2 & 4.
- The Ministers will then give the baskets to the 1<sup>st</sup> parishioners in Rows 5 & 7.
- The procedure repeats until the baskets have been passed to last row.
- After the last row is completed, the offerings will be placed in the Offertory Basket.

**After emptying the collection baskets into the Offertory Basket**, one hospitality minister hands the Offertory gifts (bread, wine etc.) to those selected and forms the procession in the following order:

1. Altar Server
2. TWO Hospitality Ministers with Money Offertory Basket (ONLY Hospitality Ministers are allowed to carry an offertory baskets))
3. Persons with Offertory of bread and wine [including containers for Hosts Pyxes) if present.]

At St. Augustine Church at any given Mass the two Hospitality Ministers who bring the offertory basket forward should let the Presider bless the basket and then they shall turn right and proceed through the side door near the tabernacle and close the door behind them and place the basket in the secure location. We ask that you close the door behind you, so the congregation will not see where the basket(s) is going. During the heating season this door should remain closed.

When the money counter is present, please hand over the basket to the Money Counter. One Hospitality Minister should accompany the Counter to the top of the cellar stairs.

### **After Liturgy:**

- At the end of the Liturgy, hand out the bulletins while extending good wishes to as many as possible, but most of all please do not forget to smile.
- **Housekeeping – Remember this is God’s house and should be presentable at all times; straighten out any material in pew racks; raise all kneelers, pickup bulletins even those left inside the missalette holder. Pick up any/all debris left in the pews and on the floor. Plastic gloves are being provided and can be found in the green metal cabinet.**
- Place lost articles in lost and found box located in the vestibule.
- If no other liturgy is to follow, turn off lights and lock up, this includes St. Rita’s Hall.
- When locking up, two Ministers need to remain, this is not only a safety precaution, and it will get the task done a lot faster.

### **Additional information:**

In the late spring and during the summer and early fall the temperature usually rise in the morning. Please open the windows and doors. In the cooler weather please be sure to close all outside doors when the liturgy starts. The objective is to provide a comfortable environment in which to worship. To accomplish this you will need to use common sense; so open/close the windows and doors and adjust the lights and fans as the conditions warrant. During the heating season, never hook the exterior doors of St. Augustine Church open.

Remember to turn on/off the light for the front steps for the evening Masses. It is located in the corner near coat rack.

## **Responsibility Checklist for Hospitality Ministers**

### **Extra Notes on St. Joseph's**

#### **Prior to Liturgy**

##### During the winter season:

Only ONE outside door should be hooked open before Mass and both inside doors should be opened; once Mass starts both inside doors should be closed. After Mass both outside doors should be hooked opened as these doors serve as a rail.

##### During the summer season:

Both outside doors should be hooked open before Mass and both inside doors should be opened and remain open.

#### **Heat**

Do not touch the thermostat. It is automatically programmed to turn on and off and the temperature is set.

#### **Collection**

Two Hospitality Ministers  
Same procedure as St. Augustine's

On the first Sunday of the month; the procession at St. Joseph's is as follows:

1. Altar Servers
2. Two Hospitality Ministers with Offertory Basket(s)
3. Food Basket (a Hospitality Minister may do this, if no parishioner is available)
4. Gift Bearers – Bread and Wine

**At St. Joseph's the offertory basket is placed at the left side or under the altar by the Hospitality Minister.**

#### **Communion**

Start at rear and let each row go one at a time.

Ministers last to receive.

Wait for Extraordinary Ministers of Holy Communion, bow and all return at same time.

## **After Mass**

One Minister will go to the altar and retrieve the basket and place the collection into the money bag. Money bags are in the Sacristy, in the top draw of the credenza where linens are stored. Place the money bag in the rolling cart; DO NOT leave the collection unattended.

One Minister will give out the bulletins.

Presider "ONLY" will take the container with bulletins etc. with him.

Shut off speaker system, lights, and fans, close windows if they were opened and check to ensure candles are out. .

Lock the side door with the key, which can be found on the right hand side of the door frame hanging on a nail.

We do not need to worry about locking the Main entrance.

## Opening and Closing of Doors at St. Augustine and St. Josephs

The following is an extract of Father Peter's letter dated August 23, 2009

**Summer/warm weather:** At both St. Augustine and St. Joseph Churches, please have all the windows and doors open and left open. (At St. A. this is 17 doors; at St. J. it is 5 doors.) Please leave them all open all day until after the 5:30 p.m. Mass. This includes the six glass doors and six inner, wooden doors, all of which should all be hooked open before the 8:00 a.m. Mass and left open all day. The best chance of a breeze comes in through the Essex Street doors. The occasional glare from the sun on car windshields can be bothersome if you can see where the glare is coming from close the doors as needed. The only exception is if there is a storm threatening. Then, ask the Friars if the windows and doors should be closed after Mass. After the 5:30 Mass we close and lock the doors, but we leave the windows open in St. A. Church. We close them in St. Joseph.

At St. Joseph, both red doors and the heavy interior doors at the front should be hooked open. The door bars on the red exterior doors serve as handrails for the steps on both sides, so both of these red doors should be hooked open at the end of the Mass all year round.

**Winter/cold weather/heating season:** At St. A. never hook the glass doors open, not even at the end of Mass. The reasons is that the same draft that helps cool the church in the summer acts like a very effective chimney in the winter and pulls all the warmth out of the church onto Essex Street.

Please do not turn on the outside, front step lights unless it is dark out. The interior foyer lights should be on most times.

**PLEASE NOTE: AT ST. AUGUSTINE'S DURING THE WINTER MONTHS THE ONLY DOOR THAT IS LEFT OPEN IS THE INSIDE DOOR CLOSEST TO THE BATHROOM. ALL OTHER INSIDE DOORS SHOULD BE CLOSED TO KEEP THE HEAT INSIDE THE CHURCH.**