

MINISTRY NOTES FOR HOSPITALITY MINISTERS

BEFORE MASS:

- 5 pm: Put the wheelchair (in the closet by the reconciliation room) in the NW vestibule.
- 5 pm: Put out the collection baskets.
- All Masses: Check the “Order of Worship” to find out if there are worship aids to be handed out as people are arriving.
- All Masses: Sign-In and Inform the Coordinator
- All Masses: Recruit gift bearers ... need 4 at 5 pm and 11 am; need 5 at 8:30 am. Instruct them before mass. On Baptism Sundays, recruit the god parents.
- On Baptism Sundays, reserve a pew section for the family of each person to be baptized. Check the “Order of Worship” found on the large bulletin board to your RIGHT to see how many people will be baptized at this mass.
- On the first weekend of each month, prepare a basket from the food collection. You will need to recruit an additional gift bearer to bring up this basket. After the 11 am Mass, disassemble the food basket, returning the food to the vestibule and the basket to the “wheelchair” closet (next to the present reconciliation room).
- 11 am: Move most of the bulletins in the non-parking lot entrances to the parking lot entrances.

REMINDERS:

- Hand out bulletins after all masses.
- After 5 pm Mass: Put away the wheelchair.
- After All Masses: Tidy up the church and the vestibules.
- After All Masses: Gather the collection into a single basket bag and store in the sacristy safe.
- After 11 am Mass: Put away the collection baskets.
- If you have any questions, please ask the coordinator. If they don't know the answer, they will ask the sacristan.

Thank you for your ministry to Blessed Sacrament parish.