

SACRED HEART PARISH: GUIDELINES FOR MINISTERS OF HOSPITALITY

OCTOBER 2018

New Ministers of Hospitality: Prior to being added to the Ministry Schedule, all new Ministers of Hospitality must be cleared by person in charge of Hospitality or designee. Please contact the Parish Office for any questions.

Per the Pastor: All Ministers are expected to be familiar with the written Guidelines for their Ministry and to follow them as written unless asked to do differently by another Presider.

Welcome Home!

Yours is the role of “official” host—someone whose presence, conversation, and actions speak a genuine desire that all who come to liturgy enjoy their time together. Sacred Heart Catholic Church is a home, a place characterized by warmth, friendship, and hospitality; a place where dialogue and interaction are encouraged. You never know if the stranger you greet is coming “home” after a long absence.

Be a shining example of “*appropriate*” *dress and behavior* – not too much or too little.

In our capacity as hosts, as Ministers of Hospitality, we focus on the people who are arriving. Remember, this is not the time to chat with friends, family, or each other.

Perhaps most important of all, you will contribute most effectively toward making the total experience of worship a good one if you keep in mind that you are, first of all, a member of the worshipping community—singing, listening, praying with those gathered to worship God.

Before Holy Mass begins (4:30, 9:00, 11:00 & 5:00 Masses)

Arrive ½ hour early to open the church (*if not already opened*), turn on the lights, open windows as needed

Unlock the hall and *only the church side door should be opened for the bathrooms*

Make sure the parking lot is open

Turn on the sound system in the choir loft and *close and lock the choir loft door*.

Before all Holy Masses:

Put a check by your name on the Ministry Schedule in the Sacristy 20 minutes before Mass begins

Make sure you wear your name tag

Make sure the Gift Table is in front of the Baptismal Font. **Please Note:** *It is the responsibility of the Extraordinary Ministers of Holy Communion to place the Ciborium containing the altar breads and the decanter of altar wine on the Gift Table in front of the Baptismal Font.*

Distribute worship aids at 5:30 Mass only (Smile at All)

Choose Gift Bearers (Ask different members each week. Include visitors as well.)

During Holy Mass

During the Prayer of the Faithful, get small baskets and move into place for Collection.

Ordered by the Diocese of San Diego: Updated directions 10/17/18

Each Mass there will be an assigned number for the collection bag.

After the collection, give the gifts of bread and wine, **and the collection basket**, to the Gift Bearers. The ministers of hospitality/ushers (2) will follow the parishioner(s) carrying the gifts to the altar. **After accepting the gifts**, the priest will then hand the collection basket back to the ushers (2).

The ushers will take the money up the stairs to the Sacristy, place the money into the bag, sign the money bag and log sheet and deposit the money bag in the safe. ***They are to return to Mass by the courtyard entrance.***

The collection sheet is put in the safe with the bag during the 5:00 Mass.

Second Special Collection

If there is a Second Special Collection, during the Closing Announcements, get baskets and move into place for Collection.

As soon as the Second Special Collection is announced, proceed to the first pews to begin the collection.

After the Second Special Collection, take the money to the Sacristy, place the money into the bag, sign the money bag and log sheet and deposit the money bag in the safe. ***Return to Mass by the courtyard entrance.***

After All Holy Masses

Open doors (if appropriate) as Recessional Song begins

Distribute Bulletins as people leave (smile!)

Pick up anything left in church—lost and found to the table near the inside front doors, trash and recycling to the appropriate bins

Check all pews and straighten Holy Mass Cards and Missals found in the pew pockets

After 4:30, 11:00, and 5:00 Holy Masses

Lock all gates and the hall

Make sure sound system is off and ***door to choir loft remains locked***

Make sure all windows and doors are closed and locked (***only at 4:30 and 5:00 masses***), especially door from Sanctuary to Saratoga (push button lock) - ***after 11:00 mass be sure the door from the Sanctuary into the Sacristy (where the Sacred Vessels are kept) is locked***

Turn off lights (leave light switch on for outside light at main doors)

Emergencies

In case of emergency, call 911. **Please Note: *A First Aid Kit is located on the shelf in the closet in the Sacristy and in the cabinet below the Bulletin Board in the Vestibule***

General Notes

You are welcome to serve even if you are not scheduled. Sometimes people are sick, and we need additional help.

5:00pm Holy Mass Only: Worship aids are distributed to everyone who enters until the homily is over. If people arrive after the Entrance Song, greet them and offer a worship aid.

Thank you for your service to the ministry and mission of Sacred Heart Church.