# St. Stephen Parish
## Liturgical Ministries – Position Guidelines
### HOSPITALITY MINISTER

<table>
<thead>
<tr>
<th>Position</th>
<th>Minister of Hospitality</th>
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<tbody>
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<td>Number per Mass</td>
<td>4 to 6 ministers for each Mass</td>
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### Purpose of Position
This is a very important ministry as your service to the Liturgy is to **WELCOME** people to worship, help them find a place, gather their gifts during the offertory and bid them farewell when the Mass has concluded. *(Welcome the Stranger Among Us)*

### General Requirements
- Know the layout of the church and where to locate items such as New Member Welcome Packets, Lost & Found, restrooms, drinking fountain, the first aid kit, defibrillator, hearing assistance and phone.
- Know the Parish staff by name and be able to direct people to the staff member that can assist them. Please take a name and phone number if necessary.
- Know how to diffuse challenging issues in a Christ-like manner.
- Know the procedures for all emergencies: fire, tornado, active shooter, AED use.

### Responsibilities

#### PREPARE FOR PRAYER
- Check in 30 minutes before Mass.
- Wear your name badge so people can identify you as someone who can help!

#### WELCOME AND ASSIST
- Position yourself inside the church doors to usher people to pews.
- Watch who’s coming and going at all times.
- Smile and welcome people with a friendly “Good Morning” or “Hello,” and make eye contact.
- A greeting and a smile goes a long way.
- Church entrances are for going in and out -not for extended conversation.
- Sometimes you have to interrupt your conversation to say hello to someone else.
- Assist and/or advise parishioners using wheelchairs or walkers where to store these items during Mass. For safety reasons, wheelchairs or walkers cannot be placed in aisles.
- Assure these individuals that you are there to assist them.
- Choose people to carry the gifts for the Offertory. Give their names to the Lector before the procession begins.

#### DURING THE LITURGY
- Seating will cease when the procession begins. Ask latecomers to wait in the Gathering Space until the liturgical ministers have left the Baptismal Font area.
- Coordinate collection baskets for the Offertory. When collection is complete, the money should be put in a marked bag, and dropped in the safe in the sacristy. Two people are required at all times.
- Coordinate and assist parishioners during Communion.

#### AS THE ASSEMBLY IS SENT FORTH
- This is just as important as the greeting, so smile, make eye contact and encourage each person to come back by using a friendly phrase such as “See you next week!”
- Pass out the bulletins. Extra bulletins should be placed in the Communication Center.
- Assist people with special needs.

#### AFTER THE LITURGY
- Ensure all worship aids and personal items are collected from the pews. Restore the hymnals to correct position and straighten the Worship Space for the next Mass.
- Collect Special Collection Box money and bag it as well. Two people are required at all times.
- Lock doors after Mass. Turn of the lights and check the bathrooms.

### RECRUIT
Recruit individuals who you think would represent our parish in this capacity. Thank you!

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