

## “Hospitality Minister” Responsibilities

Updated 1/20/2021

**As more people feel comfortable attending Mass in person, we have seen an increase in attendance. Please review these updated procedures carefully.**

Thank you so much for volunteering to be a Hospitality Minister for St. Joe's this weekend, you are greatly appreciated! Please arrive 20-25 minutes before Mass time so we can be ready. The inside middle glass doors should be opened 15 minutes before Mass starts. Please remember to wear a mask and gloves for the duration of your volunteer duties. If you have any questions please contact Annie [acollins@stjoesbb.com](mailto:acollins@stjoesbb.com) or Michelle [mkreuser@stjoesbb.com](mailto:mkreuser@stjoesbb.com).

### Hospitality Minister Responsibilities:

- Joyfully welcome people and help them find pews. Be mindful of seating in a way that can maximize space while maintaining social distancing.
- **Hospitality Minister 1**--stationed at the outside doors (the inside doors should be propped open, but the outside doors should be opened by the Hospitality Minister for people coming in), use the clicker to keep count of all attendees as they enter
- **Hospitality Minister 2**
  - Pass out worship aids to anyone that would like them. Tell them to please take it with them when they leave Mass as we cannot reuse them.
- **Hospitality Minister 3 and 4** -
  - HM 3 is stationed near the middle aisle or the far right as needed and being mindful of open seating options.
  - HM 4 is stationed to the left (if facing the altar) and also uses the clicker to do a second count
  - When the open seats are no longer obvious, Hospitality Ministers 3 and 4 will work together to find open seating. Don't be afraid to move down the aisle closer to the altar so you can see where open seats are. Father knows that you are trying to get people seated. You can signal the number of people using your fingers to the other Hospitality Minister who will be just inside the doors waiting with patient parishioners.
  - Ideally, when needed, if the middle space of a pew is open, you should ask the people on the end to step out of the pew momentarily to fill the space inside that pew so they can be reseated in the same spot while maintaining the 6 feet social distancing between groups.

### Capacity:

- Capacity number is based on social distancing and is somewhere around 200. This is not an exact number, could be larger or smaller based on how well we were able to seat people in the church while maintaining the 6 feet of social distance between families.

### Overflow:

- When the church is filled to a safe capacity (where no one else can be seated while continuing to maintain 6 feet of distance) then open up the Day Chapel to be used for additional seating
- Expect about 45 people to be able to fit in the Day Chapel.
- Seat people/families with about 3 chairs between (3 chairs is about 6 feet for social distancing)
- Leave the doors to the Day Chapel open as well as the church so attendees can hear.
- If Day Chapel is used, please direct people from the Day Chapel to receive communion when Father Andy is distributing communion in the center aisle.

### **Considerations**

- Please contact the staff member assigned to that Mass when we reach capacity or any time you need assistance.

### **Counting for Mass:**

- We are watching capacity numbers and need to report them to the Archdiocese, so please write the number on the sheet in the Hospitality Suite.

### **When Mass starts:**

- Please leave the outside doors unlocked but closed and have at least one hospitality minister sit near the back of the church to help as needed.
- Inside doors to the church should be left open at all times during Mass.
- Make a determination if the number is close to capacity, then please stay near the back of the church so you can help find places in the church or day chapel for late arriving parishioners.

### **Dismissal: (Just prior to Father processing out of church)**

- ***We will now dismiss people from both sides of the church at once***
- Hospitality Minister 1 opens all the doors to outside, closes the middle doors at the back of church after Father Andy leaves and then passes out bulletins while wearing gloves and a mask as people are leaving.
- Hospitality Minister 3 & 4 dismiss pews from back of the church to front to leave safely
  - Hospitality Minister 3 will start at the back right if facing the altar (by the choir). Walk and dismiss the last row first and work forward to the front of that section. After that section is done, then next section to the left of that one will be dismissed
  - Hospitality Minister 4 will start at the center left aisles and dismiss the last row first and work forward to the front of that section. After that section is dismissed, move a section left.
- Hospitality Minister 1 & 2 will pass out bulletins while wearing gloves and masks as people are leaving as well.

### **Points to remember:**

- **The intention is to not turn people away.**
- Gently encourage people to not stay in gathering spaces
- Remind people to stay 6 feet apart from anyone with whom they do not live
- Remind people that once they are seated, they need to stay there to avoid possible spread of infection
- Remind people of the current Wisconsin executive order of wearing masks indoors

Thank you so much!!