



Ministry of Hospitality Guidelines

This document will serve as a guideline for the procedures to be followed for all Hospitality Ministers.

- The Hospitality Ministry is a vital part of our church. We are typically the first ones that parishioners and visitors meet. It is our job to make them feel welcome and help them get settled, so it is important that we are adequately staffed for each mass.
- The hospitality schedule will be distributed on a quarterly basis. A copy of the schedule will be posted in the atrium of the church, and the hospitality ministers will be posted in the prior weeks' bulletin. If for some reason you cannot serve as hospitality minister on your scheduled week, it is your responsibility to find a replacement. An updated list will be maintained and distributed with the schedule containing the names, email addresses and phone numbers of the other ministers, please call and switch with them. If you cannot find a replacement, please call me at 973-334-6963 or email at mcomo@boontontownship.com or flipflopmom@optonline.net.
- Hospitality Ministers should arrive 20 to 25 minutes prior to the start time of your mass.
- Upon arriving, you should get your name tag (located in the church library).
- Also, in the church library, there should be the bulletins for distribution after mass. Please make sure that the bulletins are stuffed, if not, it is Hospitality's responsibility to stuff them.
- Turn on the lights to the church and altar if this has not been done.

The Community of Saint Ann

781 Smith Road
Parsippany, NJ 07054
973-884-1986



- Stand at the entrance of the church and greet those parishioners on the way into church. Please make sure you are available for any questions and make sure all parishioners have a seat.
- When mass is about to begin, make sure all the doors to the church are shut.
- Once mass begins, please stand or sit in the back of the church so, you are available in case you are needed by a parishioner.
- When it is time to collect the weekly offering, please pass the basket around, two from center aisle and one on either side of the church. Once the offering is collected, if you need to, bring up the offering as well as the gifts. The gifts may be brought up by the children's mass or other parishioners requesting it. The order of procession is: collection first, then the wine and finally the Host.
- At communion time, two hospitality ministers are needed to make sure the communion is offered in an orderly manner. The ministers should walk up the center aisle and, starting at the first row, make sure all people from that row are out before the next row starts. Be sure to be alerted for any parishioner who wants to receive, but cannot get to the front of the church. After everyone who wants to receive has received, you should then receive. When you receive, please be sure to alert a Eucharistic minister if there are any who need to receive but cannot get to the front.
- If there is a second collection, you will need to pass the basket for that collection as well. This happens after communion. You will pass the basket in the same manner as was done in the first collection.
- At the end of mass, after the priest gives the closing prayer, open the doors to the church and hand out the bulletins. Three or four

The Community of Saint Ann

781 Smith Road
Parsippany, NJ 07054
973-884-1986



ministers should be in the back of the church at the end of mass to assist in handing out the bulletins, please, as you are giving out the bulletin, thank those for coming and wish them a nice day/evening etc.

- Once the parishioners have left the church, please go back in the church and make sure the pews are cleared of any debris, make certain the kneelers are up and hymnals replaced. Turn the lights out to the church and the altar. Any items found that were left behind should be brought to the office area of the church.