

# QUEENSHIP OF MARY ROMAN CATHOLIC CHURCH

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**Ministers of Hospitality**  
Reverend Robert W. Medley

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Plainsboro, New Jersey  
2007

## Guidelines

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### I. Introduction:

To be in ministry is to serve the Lord and His people --- it **is a privilege, not a right!** A Minister of Hospitality serves God and God's people at Mass by welcoming everyone into church.

Your part in this ministry helps set the tone for all who take part in the Mass. What you do and how you do it can help other people understand that you are proud to serve and encourages others to be actively involved. You are the first face to be encountered as people arrive. Welcome each person as if Christ himself were walking in the door.

You are asked to take this ministry seriously and to realize that it is done as a response to God's call to service in the church. As a minister of hospitality you will be a positive presence within this parish.

### II. Expectations before Mass:

- A. **Arrive at Church 15 minutes before Mass begins. Sign in and wear a badge.** Let other ministers of hospitality know you are serving on that day. Find other ministers if those scheduled have not arrived. Attendance is monitored, and excessive absences will lead us to ask you to reconsider serving in this ministry. Be attentive to the noise level in the lobby, as parishioners are praying in church.
- B. Maintain a spirit of appropriate reverence. This reverence is shown by your demeanor, your manner and your dress. Therefore, you should be appropriately dressed whenever you are scheduled to serve. Sweat pants, sweat shirts, t-shirts, jeans, shorts, sneakers, flip flops, uncovered shoulders, etc. are not considered appropriate. Exceptions may be allowed if you are filling in without advanced notice and no other ministers are available.
- C. Make sure the collection baskets and bags are in place. If two sets of bags are out that means there will be two collections. Keep the door to the Lobby Meeting Room closed at all times. Keep the inner Church doors closed. This will allow people to pray because the lobby can be noisy.
- D. Greet people in a friendly manner and welcome everyone. Be attentive to your duties and avoid engaging in conversations that take your attention away from your ministry. Introduce yourself to newcomers. Be ready to offer assistance to people who may appear to need it. (Elderly, adults with kids, persons with disabilities - make sure you give them room to refuse help.)
- E. The Captain should select a family or individuals to present the gifts. Offer to signal to them when the time comes. Please note that some times first Eucharist children and families may have been scheduled to bring up the gifts, the schedule should be in the lobby meeting room. If the scheduled gift bearers do not arrive and identify themselves 5 minutes prior to the start of Mass, you must select other parishioners for this task.

- F. Observe sacred silence. Be courteous at all times. Gently guide people to sit towards the front of the church first. Should it start to get too crowded, invite people to move into the pew to make room for others to be seated. Take the initiative to lead people to open seats if seating gets sparse. Guide those who need your assistance. Remember that there are designated areas for wheelchairs. There may also be persons who need to be close so that Communion can be easily brought to them.
- G. When the bells ring open the center doors and wait for the procession to begin. As soon as all members of the procession are inside the church close center doors. Late comers should use the side doors to enter the church. Those leaving the church prior to the end of the procession should exit the church through the side doors.

### III. During Mass:

- A. Keep all doors shut during Mass. There is a speaker in the lobby for those who choose to remain there during the Mass. Two ministers remain on either side of the center doors and one each at the side doors.
- B. Remember that you are as much a participant as the rest of the congregation (sing, listen and respond).
- C. **The Collection:** Once everyone is seated after the Prayer of the Faithful, proceed to the front of the Sanctuary and bow to the Altar, and then begin passing the baskets. Once the collection is complete, take the basket to the lobby meeting room. All minister of hospitality should enter the room at the same time, and be present while the collection is placed in the bag and then in the safe. You should never do this alone.
- D. **The Presentation of the Gifts:** Those individuals that are presenting the gifts must wait until the Presider steps down from the Sanctuary to the center aisle in front of the Altar, be attentive to insure that the gift bearers do this at the proper time. *You should never bring up the gifts.*
- E. **Just prior to communion, get the bulletins out and ready (just leave on the table - don't distribute them until after Mass)**
- F. **The Communion Procession:** Proceed to the front and genuflect as the Presider gives communion to the last Eucharistic Minister. Keep the congregation in the pews until the Eucharistic Ministers step down from the Sanctuary and are in their positions.

When you receive Communion, inform the Eucharistic Minister of any individual who needs to be served Communion in their pew.

- G. **The Second Collection:** When scheduled, this collection is started after Communion, as soon as the Tabernacle door is closed.

### IV. After Mass:

- A. Open the center doors once the recessional starts. Distribute Bulletins as the congregation exits the church. Be sure to wish everyone a good day!

- B. Remember to check for the following once you are done with the distribution of Bulletins:
- i. Close the inner church doors. This will decrease the noise level for those who remain to pray after Mass.
  - ii. Place extra Bulletins back into Lobby Meeting Room, after everyone has left the church.
  - iii. Make sure that collection baskets are ready for next Mass.
  - iv. Return badge.
  - v. Place the hymnals neatly in the holders.
  - vi. Place all kneelers in the upright position.
  - vii. Items that you find left behind are placed into the lost and found box.
  - viii. Please pick up any debris found on the floor.

**V. Medical Emergency Plan:**

- A. At all times be alert for emergencies and follow church policy. Review the attached document to familiarize yourself with the appropriate procedure in case of an emergency. Look out for people who may faint, look sick or pale, stealing, or creating a threatening situation.
- B. **All Ministers of Hospitality Respond to the Situation. One Adult Takes Charge. Stay Calm and Assess the Situation. Communicate to Others What Needs To Be Done.**
- C. Assess if a Medical Emergency exists. What is a Medical Emergency?
- Unconscious or Altered Level of Consciousness; confused, speaking strangely
  - Breathing Problems; difficulty breathing, no breathing, noisy, wheezy, loud with struggle, saying "I can't breath"
  - Persistent Chest or "Stomach" Pain or Pressure, "Feels like an elephant is sitting on my chest"
  - No Pulse- check for pulse at wrist
  - Severe Bleeding
  - Vomiting Blood
  - Seizures, Severe Headache, Slurred Speech,
  - Suspected or Obvious Injuries to Head or Back
  - Suspected Broken Bones
  - Severe Burns
- D. **If in doubt call for help! Call 911** by cell phone or send someone to call 911 from the Lobby Meeting Room phone. If further help is needed and no Trained Medical Personal (nurse, doctor, EMT or police officer) from the parish comes forward, **send** a minister of hospitality to the Priest presiding at the Mass to make an announcement to ask for help for a medical emergency.
- E. **Stay with the person until help arrives.**
- F. Have someone wait outside to **bring in** EMTs/Police.
- G. If the situation is not resolved by the time people are leaving, have another minister of hospitality **direct** exiting parishioners through other doorways.
- H. **The First Aid Box is located in the Lobby Meeting Room closet.**

**Definitions:**

- o **Altar**--the table of the Lord in the sanctuary.
- o **Altar Cloth**--the tablecloth for the altar.
  - **Purificator**--small white cloth used with the chalice.
  - **Corporal**--small white cloth placed in the center of the altar.
- o **Altar Vessels**--sacred vessels used during the celebration of liturgy.
  - **Chalice**--cup used by the priest/Eucharistic ministers for the Blood of Christ.
  - **Paten**--small dish usually used with the chalice.
  - **Ciborium**--cup for the Body of Christ in the Tabernacle.
  - **Pall**--stiff, white board placed over the chalice. **Note!** The white covering for a casket is also called a pall.
- o **Ambo**--the place where the Word of God is proclaimed.
- o **Aspergillum**--the holy water sprinkler.
- o **Bells**--rung during the consecration of the Mass.
- o **Boat**--the container for incense.
- o **Book of Gospels**--the book containing the Gospel readings.
- o **Credence Table**--the small table off to one side of the sanctuary for sacred vessels.
- o **Cruets**--small pitchers of water and wine for the Mass.
- o **Water Bowl**--small bowl for the priest to wash his hands during the Liturgy of Eucharist.
- o **Intinction**--is the practice of dipping the consecrated bread, or *host*, into the consecrated wine. This is not allowed in the United States.
- o **Lectionary**--the book of scriptures read at the liturgy of the Word.
- o **Paschal Candle**--the large ornate candle used at funerals, baptisms, and Easter.
- o **Processional Cross**--the cross that is carried during the procession in and out of the Mass.
- o **Sacramentary**--the book the priest prays from during the Mass.
- o **Sacrarium**--special basin that is connected by a pipe directly to the ground used to dispose of water used sacramentally, and particles of the consecrated Eucharist by returning these particles directly to the earth from which it came.
- o **Sacristy**--the room where priests vest before Mass.
- o **Sanctuary**--the sacred space elevated before the congregation.
- o **Tabernacle**--the ornate receptacle used to place the Body of Christ.
- o **Thurible**--container for burning incense.
- o **Thurifer**--the server responsible for the Thurible.
- o **Vestments**--special robes worn by priests, deacons and altar servers.
  - **Alb**--white robe worn over street clothes.
  - **Cincture**--cord used as a belt for the alb.
  - **Chasuble**--colored vestment worn only by the priest.
  - **Dalmatic**--colored vestment worn only by the deacon.
  - **Cassock**--black/red/white vestment worn by priests or altar servers.