

Hospitality Team Leader/Team Members

1. General recommendation:

Please:

- Mark your calendar the days you are asked to serve.
- if you cannot make it your assignment day, please call your team leader in advance.
- Be ready to serve at least 20 minutes before Mass, preferably 25 minutes
- Initial your names in the bride's room on the Schedule the days you serve. Substitutes please enter your initials in the box when you serve.
- Get your name tag
- Dress nicely (ushers wear jacket)
- Distribute the bulletin after Mass (after the announcement): explain each station, All ushers and greeters when needed, hand out bulletins.
- Do not accompany a child or vulnerable adult to bathroom unless two people are present.

a. Instructions for Ushers: Please

- Turn on Baptismal font, Ring bell 5:00min before Mass time
- get money bag, basket (if not in place) from the sacristy.
- *Collection: - Come forward when choir starts singing the offertory hymn, which is after the Prayer of the Faithful, bow your heads and head to the pews.
- Use one big basket to load them while having small one to pass around.
- Make sure to give basket to people in chapel and cry room, and the vestibule
- Make sure to watch where the basket goes
- Make sure you know how to seal the bag and give it to the gift bearers.
- If there is incense, keep all the glass doors open.
- Please do not seat during readings
- Tell priest or ministers if someone needs Communion but cannot get in line.
- After Communion, go get the bulletins in the sacristy and give them to all ushers and greeters. Then open wide all main entrance doors and glass doors.
- Left over bulletins after Sat. Mass go back to sacristy. After Sunday Mass please leave on small gift table. Make sure outside receptacle has current bulletin after

Greeters: Please greet with smiles, "Good morning, welcome," handshakes

-Make sure to show hospitality while maintaining low conversation to avoid any distraction for those who are already in church to pray.

-Open at least one entrance door to show hospitality, if it's nice weather, then 2 doors.

-Turn on the baptismal font if ushers aren't there, and close the door when the bell is rung, and leave for your seats.

c. Team leaders:

- if someone needs a replacement, please call other team members and see if they are available to trade, if not then trade Masses with another team.
- Receive the update list of all members with their phone numbers. Please do not share people's phone number without their consent.
- If there is any concerns in general, please notify your chair and co-chair person. If unable to reach team leader call either Co-chair.