

September 19, 2014

To All Hospitality Ministers:

Thank you for being the welcoming arms of Good Shepherd. Many have commented how nice it is to be greeted as they arrive to participate in our Liturgy.

A couple of reminders:

1. We should arrive a half hour before Mass and we should dress nicely.
2. Check with Caroline if there are extra collections or anything to be distributed.
3. One of our goals is to have various members of the congregation participate, either passing the baskets for the collection (need four), or bringing up the gifts (need three).

You can either ask people as they come into the church to help with passing the baskets for the collection and bringing up the gifts or look around those seated and approach. Just be clear what you want them to do.

4. Those passing the baskets should come to the back as the petitions are being read.
5. Those bringing up the gifts should be in the back while the collection is in process. They should have their instructions, who is bringing up what and their order of walking up and be ready before Father reaches the bottom of the altar. Space them and instruct them to wait at the front till the last is there and then Father will bless them, then return to seats.

The order is:

Basket with money: All money is dumped into the large basket with the exception when there is a second collection. That is kept separate. Put that into another basket and set it on top of monies in large basket.

Wine: Be a little cautious who carries the carafe. Children are probably better suited for the basket. Use your judgment.

Hosts: This is the last.

6. At the end of Mass, we pass out the bulletins and do a run through the Church to make sure kneelers are up and books, etc are in order.

I am attaching the schedule for Oct/Nov/Dec. I hope it works for everyone. The schedule includes two worksheets, one has names/phone numbers and the other has the dates (Editor: only the spreadsheet with the dates is on the website). If you cannot make your time, please try to find a sub.

For our new Sunday ministers, you are initially scheduled with someone so they can give some help.

If there are any questions, please give me a call.

Thank you and Peace to all.

Marie Robey