

ST. LUKE CATHOLIC CHURCH MINISTRY OF HOSPITALITY

In my Father's house there are many dwelling places. If there were not, would I have told you that I am going to prepare a place for you? And if I go and prepare a place for you, I will come back again and take you to myself, so that where I am, you also may be. - John 14: 2-3

I. ARRIVE 20 MINUTES PRIOR TO THE BEGINNING OF THE LITURGY

II. TAKE CARE OF THESE THINGS WITHIN THE FIRST 5 MINUTES OF ARRIVAL...

- A. Locate and retrieve worship aids for liturgy
- B. Check to see if there is a special collection
- C. Locate the bulletins and make sure all inserts are ready
- D. Check restrooms for cleanliness and full supply of paper goods
- E. Open and secure both church doors
- D. Turn on church lights

III. TAKE CARE OF THESE THINGS IN THE 15 MINUTES LEADING UP TO THE LITURGY...

- A. Two ministers welcome people and distribute worship aids outside church doors
- B. Choose a group to process the gifts to the altar during the Preparation of the Gifts
- C. Help people find seats as church fills up
- D. Identify anyone who might need communion brought to their seat

IV. AT THE BEGINNING OF THE LITURGY...

- A. The church doors remain open until the assembly sits to hear the first reading
- B. During the Liturgy of the Word, doors remain closed when someone is at the ambo
- C. Latecomers enter the church between the readings
- D. Count the attendance and record in the green binder in the copy room

V. PREPARATION OF THE GIFTS

- A. Be in place with collection baskets at the end of the Prayers of the Faithful
- B. Minister up center aisle also places basket with children's literature on altar
- C. Take up collection(s) according to collection procedure (see reverse side)
- D. First collection is combined into one basket for procession to altar
- E. Second collection placed in bag and then in safe
- F. Retrieve bulletins for distribution

VI. COMMUNION PROCESSION

- A. Two ministers guide the procession from the center aisle
- B. One ministers guides from the cry room area
- C. Receive communion at the end of the procession
- D. Retrieve the collection and children's baskets. The collection is place in the safe

VII. AT THE END OF THE LITURGY...

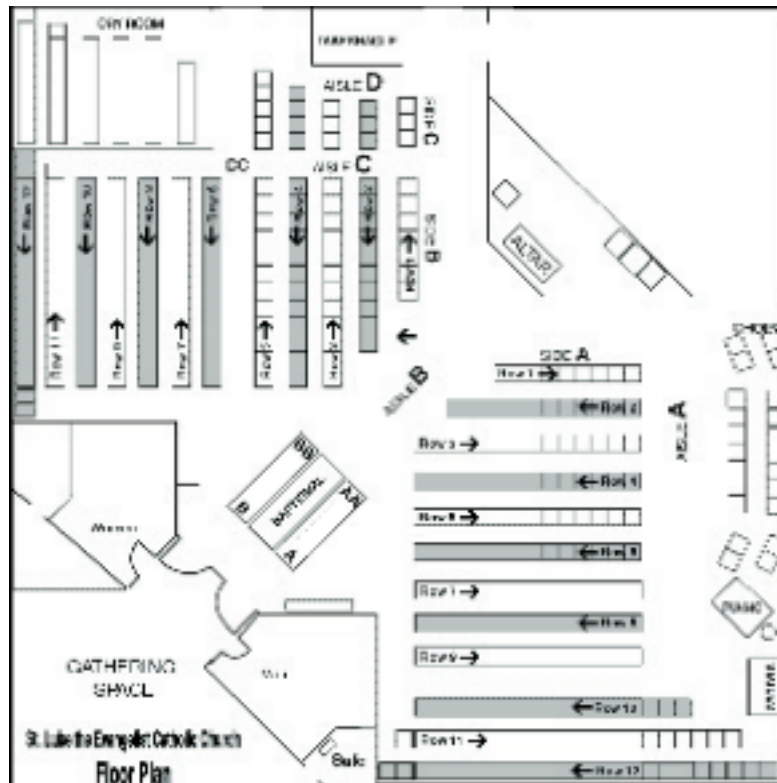
- A. As the closing hymn begins open and secure church doors
- B. Two ministers distribute bulletins at the church doors
- C. Collect all worship aids, straighten up church, and turn off lights

COLLECTION PROCEDURE FOR MAIN SECTIONS

1. Two ministers take three baskets each up the center aisle to row 1
2. Give one basket to row 1, one basket to row 3, and one basket to row 5
3. Collect the basket from row 2 and give it to row 7, row 4 to row 9, row 6 to row 11
4. Collect all baskets and take to back of church to combine in large basket

COLLECTION PROCEDURE FOR SIDE BY TABERNACLE AND CRY ROOM

1. One minister takes two baskets to left side of church
2. Give one basket to the first adult in cry room then one basket to row 1 near tabernacle
3. Retrieve baskets and take to back of church to combine in large basket



THINGS TO KEEP IN MIND

1. Your direction interaction with mass attendees make you the public face of St. Luke's
2. How you interact with people may determine whether or not they come back
3. How you dress, how you speak, how you smile has a direct impact on someone's day
4. Endeavor to overflow with the type of hospitality that Christ is talking about
5. Be the calm in the storm
6. Remember to pray for yourself and your colleagues in this ministry

All guests who present themselves are to be welcomed as Christ, for him himself will say: I was a stranger and you welcomed me (Matt. 25-35) - Benedictine Rule of Hospitality