

## WELCOMING MINISTERS

### TEAM LEADER DUTIES

Each Mass will be assigned one or two Team Leaders who choose Welcoming Ministers to perform additional duties (collection, seating latecomers, distribution of bulletins).

Team Leader will choose a family/person before Mass to bring up the Offertory gifts. Request that they come to the offertory table during the collection.

Team Leader will ask Welcoming Ministers to assist with additional duties, such as Offertory Collection, if needed.

Dress appropriately for your Mass and keep in mind that you represent the parish.

### BEFORE MASS

1. Be at the church 20 minutes before Mass time. If you are a Eucharistic Minister, be sure to sign in so that the Coordinating Minister knows you are there.
2. Staff the doors in this order: front center doors, two doors near Thomasville Rd, door near back parking lot.
3. Get your name tag from the plastic boxes below the Welcoming Table.
4. Get a stack of Scripture handouts/song sheets from the front vestibule table. Song sheets must be distributed. Scripture handouts are optional. They are out so they can be picked up.
5. Greet people as they arrive with a friendly smile and hello. Hold doors open the entire time if weather permits. Otherwise, open doors as needed. In hot weather, keep doors closed as much as possible.
6. If you have been asked to help distribute bulletins, choose a seat that is closer to the back so that you can leave immediately after the celebrant leaves.

**ADDITIONAL DUTIES OF WELCOMING MINISTERS (If assigned by Team Leader). Most needed at 5:30 pm on Saturday and 8 am and 6:00 pm on Sunday.**

### SEATING

1. Assist people as needed with finding seats, especially those who would like to use the Handicapped Seating at the front and rear of church.
2. People may be seated up until the readings.
3. **DO NOT SEAT PEOPLE DURING THE READINGS.**
4. People may be seated again following the readings and before the homily begins. Do not seat people after the congregation stands for the Prayer over the gifts, just prior to the "Holy, holy, holy" prayer.
5. Please remember that YOU ARE ALSO PARTICIPATING IN MASS and do not visit with others or each other during the Mass.

### CHILDREN'S LITURGY OF THE WORD

1. Do not seat late comers until the children have returned from the Chapel.
2. At the beginning of the Prayers of the Faithful, one Minister goes to the chapel to let them know that it is time to return to the church.

3. Open center doors for children and adults to come into church.

#### OFFERTORY GIFTS AND COLLECTION

1. Six Ministers are needed: 4 for the collection, one for the collection in the vestibule and children's chapel, and one to prepare the family who is bringing up the gifts
2. Walk from the back of the church to the front of the aisle.
3. On reaching the front pews, pause, all bow to the altar.
4. Begin taking up the collection
5. One Minister will take up the collection in vestibule and children's chapel.
6. Put all the collections in one basket (two for 10:15).
7. Instruct the family taking up the gifts.
8. At the 10:15 am, 12:00 noon and 6 pm Masses, the children take up a collection during the Children's Liturgy of the Word. One of the children will take their special basket up at the same time the other offerings are taken up. Please encourage the children in their participation.

#### COMMUNION

1. Four lines will be used for communion up front.
2. Additional stations at the back during 10:15 am and 6 pm Masses. One usher each at the mid sections on the sides to direct people towards the communion lines in back.
3. Ushers are the last to receive communion.
4. If someone needs communion at the back of the church, let Coordinating Minister know before Mass begins. When the first communion line is completed, ask the Minister to take communion to the person at the back.
5. Do not wait until the last communion line is finished to request that communion be brought to the back of the church.

#### CONCLUDING RITES AND AFTER MASS

1. Most second collections will be announced at the end of Mass and collected at the back of church using the large collection baskets. Additional Welcoming Ministers may be needed at the end of Mass to assist. Team Leader will ask for assistance before Mass.
2. Get bulletins for distribution after Mass from the Altar Server Sacristy. Distribute:
  - a. At the main entrance
  - b. At side entrances
  - c. Put extra bulletins back in Altar Sacristy
3. Secure collections and put in money bag; Team Leader will secure collection.
4. Check row for baskets to be sure they are returned to the end of the pew.
5. Remove Scripture handouts from pews and return to vestibule.
6. See that altar candles are extinguished. Turn off altar lights (two switches are located on the right hand side of the switch panel in the hallway before the priest's sacristy.)
7. Help to pick up scripture handouts after Mass. After all Masses except 6 pm, return them to the holders near the side doors. After 6 pm Mass, discard in recycle box in EM Sacristy.