

Our Lady of Victory Parish Davenport,
Iowa
Hospitality Minister
Position
Description

Purpose: To create a climate of warmth and welcome at liturgical celebrations.

Qualifications:

- Understand importance of hospitality and safe environment.
- Friendliness and a genuine desire to extend a welcoming hand.
- Ability to work as a team member.

Individuals, couples and/or families with children over age 11 are invited and encouraged to serve as Ministers of Hospitality.

Responsibilities:

- **PLEASE arrive 30 minutes before assigned Mass. Wear name tags. Smile**
- Return striped children's collection basket to under priest's chair on the altar.
- 9:00 AM Ministers place collection basket for choir members.
- Do a quick check to see if the church is in order & that there are no "lost" items or litter from the previous Mass.
- Replenish bulletins at appropriate entrances.
- Turn on Gathering Space TV with the remote (located in the far left drawer in the kitchenette).
- Be sure emergency drive way is clear.
- Sincerely and cordially welcome all who come to Mass.
- One minister at the bottom of the main stairs, one at the top of the stairs near the elevator, one at the handicapped entrance, and one opening the doors to the church. Do not prop open the doors as it creates too much noise.
- Assist visitors and individuals with special needs.
- Check gift bearer list to see if gift bearers need to be recruited.
- Be familiar with restrooms / diaper changing/ emergency supplies/defibrillator areas.
- Emergency box is in the Usher's room or Nurse's room. Wheelchair is located in the Usher's room.
- Know areas for disaster/ safety drill.

BEFORE

DURING

- Post one Hospitality Minister by the back doors remaining visible (standing) during Mass for any emergency. Make sure cell phones are on vibrate and note where other emergency parishioners are at Mass.
- Direct parishioners to use only the restrooms inside the church
- Pass the collection basket during the offertory. Bow in unison at the altar.
- If you need assistance with additional collection takers, ask another usher.
- Secure the receipts of collection to the safe or the money counters.
- 2 People are required when placing collection receipts in the safe (see collection procedures.)
- At Communion, identify to a Eucharist Minister individuals who wish to have communion brought to them in the pew.

AFTER

- Distribute bulletins at the baptismal font and in the gathering space after Mass; provide assistance to those departing as needed.

- Block open doors into Gathering Space to help flow of people. Door stops are found in the usher closet.
- Close doors as soon as possible to maintain quiet in church.
- Invite individuals who linger in the aisles to move to the gathering space so others can pray in silence.
- Straighten up missals and books and spot check for “lost” articles and litter.
- Please do not leave until the church and gathering space are picked up and secured.

Amount of Time Required

Approximately 1 1/2 hours per week (including Mass time).

When Ministry Is Performed

- Before/during/after one of the regularly scheduled weekend or Holy Day Masses.
- Hospitality Ministers are assigned for all the Sundays of a month during your preferred Mass time.

Training

- Ministry of Hospitality orientation session – Mandatory.
- Periodic enrichment and renewal sessions. (Encouraged by Parish Council Policy).

Printed guidelines and suggestions.

Hospitality Ministry Coordinator

Taffy Brown 563-505-9119
 Jeff Miller 563-506-1079

Captains	4:30 PM	Taffy Brown	563-386-5874
	7:00 AM	Skip Schlue	563-391-1519
	9:00 AM	Jeff Miller	563-506-1079
	11:00 AM	Jan Tappa	563-508-3101

If you are unable to attend your scheduled Mass for any reason, it is your responsibility to find a replacement

