

# Hospitality Guidelines: For 7:30am Mass

If unable to work your assigned date or time, please log in to your web terminal online, go to the My Schedule tab, and click Request Sub.

- You should arrive 30 minutes before Mass to arrange the area. The door should already be unlocked for you. (Donuts will be in the entryway or the kitchen.)
- The janitorial staff will set up tables and chairs.
- Make regular and decaf coffee—use the 30-cup coffee maker for the regular coffee.
  - 1 1/2 cups of grounds for the regular 30-cup pot
  - 1/3 cup of grounds for the decaf pot
- Arrange 1 tray of donuts (trays located in the storage area).
- Juice and milk are in the refrigerator.
- Napkins are in the storage area. Coffee and juice cups are stored above the sink by the entrance to the kitchen. Sugar and creamer are under the counter. If no stir sticks are on the counter, set out spoons.
- Place the “Free Will Offering” basket on the counter for viewing. (*People will be entering from your left.*)
- Try to be one of the first ones down to the parish center after Mass to fill beverage cups.
- Serve the donuts from the counter. Fill thermos coffee pots in the cabinet under the large coffee maker in the social hall. Once people have gone through the line – you can serve them or set a pot on the table.
- After serving, check tables and chairs for sticky surfaces. Wash as needed.
- Restock trays and cover them with the box cover provided with the donuts. Make sure everything is set and ready for 10:30am Mass. **Place juice and milk back in the refrigerator and brew another 30-cup coffee and decaf pot, ensuring the coffee maker is plugged in.**
- Count the collected money and seal it in the appropriate bank bag; two people need to initial it. Place the bag in the office (slide under the office door).
- **Leave the front door unlocked when leaving.**

# Hospitality Guidelines: For 10:30am Mass

- Try to be one of the first to get to the Parish Center after Mass.
- The area has been prepared by the 7:30am hosts.
- Check for sufficient napkins, creamer, sugar, stir sticks, free-will donation baskets, cups, etc.
- Juice and milk are in the refrigerator.
- Donuts are ready. Uncover and serve.
- Fill the thermos pots in the cabinet under the large coffee maker in the social hall and circulate with refills.
- Wash tables and chairs and dry mop the floor after serving.
- Write down how many donuts are left over on the Hospitality schedule.
- Left-over donuts can be placed in the fridge in storage bags for other ministries during the week.
- Clean coffee pots, trays, and silverware in sink.
- Count the collected money and seal it in the appropriate bank bag; two people need to initial it. Place the bag in the office (slide under the office door).
- Someone will lock the front door after you.
- Put any used/dirty wash clothes or towels in the main sink area. Staff will coordinate washing them.

## Lector Instructions

### Before Mass

- Please review your readings in advance, including announcements and petitions. Ask someone in the sacristy if you don't know how to pronounce a last name.
- Dress is business casual, appropriate, and modest.
- Check in with the sacristy 15 minutes early.
- If there is a Deacon, he will read the petitions. Otherwise, you will.
  - Note: We have not had a Deacon in a while, so this will likely not be applicable.
- Take the lectionary, announcement binder, and petitions to the pulpit. Please keep the side shelves clear, as this looks neater and more reverent. If you need to stow anything, use the shelf beneath the pulpit.

### During Mass

- When Father gives you a signal from the back of the church, please read the Announcements sheet. The script is written out for you – which includes Welcome, Announcements, Stand and greet, Prayer, and Opening Hymn. When finished, go and bow before the altar and return to your pew.
- After the Opening Collect, proceed to the front and center of the church, **bow reverently** before the altar, and go to the pulpit for the reading.
- Please read only what is written. For example:
  - Please do not greet the congregation. The Celebrant has already done this, in the name of Christ, when he says, "The Lord be with you."
  - Please do not say, "Our second reading is a reading from" or "Today's first reading is."
  - The correct wording is "A reading from \_\_\_\_\_" and "The Word of the Lord."
- If the psalm is to be sung, reverently take your seat after the first reading and resume your place afterward. Otherwise, read the responsorial psalm in this manner:
  - Read the verse, then read it again with the congregation.
  - Please do not raise your hand to indicate when the congregation should respond. A deliberate pause can accomplish this. Also, many congregations follow along in the Missalette, and their spoken response will lead the rest.
- After the second reading, go before the altar and bow, then return to the pew. There is no need to rush as we allow God's Word to settle in.
- If you are reading the petitions:
  - When we get to "I believe in the Holy Spirit," come and bow before the altar, then go to the pulpit and take out the petitions. Read them after Father introduces them.
  - After Father's closing prayer, go and **bow reverently** before the altar and return to your pew.

### After Mass

- Please return the lectionary, announcement binder and petitions to the sacristy.

## Guidelines for Extraordinary Ministers of Holy Communion (EMHC)

### 1) Before you arrive at church

- Dress for a solemn occasion. No jeans, shorts, etc. Modest clothing that does not draw attention.
- As you prepare for mass, meditate on the gift of the Eucharist and pray for the grace of being reverent and attentive to the Lord.

### 2) Upon arrival at church

- Check in with the priest in the sacristy.

### 3) At the "Behold the Lamb of God"

- **After** you say, "Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed," **then** rise from your pew, bow before the altar, and enter the sanctuary (keep to the **right** of the altar). **No need to kneel.**
- **Please keep your hands folded flat, pointed toward heaven.**

### 4) At Communion

- After receiving Holy Communion, go to your assigned place.
- One EMHC takes their ciborium to **anyone unable to come forward** to give them communion. Then, return to the front of the church to distribute Holy Communion.
  - Note: Sometimes, people with mobility issues sit in the front. Sometimes, they sit in the back, and the ushers ask the priest or the EMHC to return to distribute Holy Communion to them after everyone else has received.
- When distributing the Body of Christ, hold the host up and say only "The Body of Christ." Gently place the host on the person's tongue, or gently place (don't drop) the host in the person's hand. If the person desires to receive a blessing, ask God's blessing for them, "May God be with you." Do not make the sign of the cross with your hand.
- If a host falls to the floor, immediately pick it up, *bring it to the altar, and place it on the corporal cloth. Please mention it to the priest at the end of communion when returning to the altar.*
- If distributing the Blood of Christ, hold the chalice and say, "The Blood of Christ." Hold onto the chalice carefully when distributing it to children in case of difficulty. After each person receives from the chalice, gently wipe the rim and rotate ¼ turn. **Please do not unfold or crumple the purificator.**
  - Note: We have not had the Precious Blood given to the congregation since before COVID, so any comments may not currently apply.

### 5) After Communion

- Bring the ciborium or chalice to the altar. If any of the Precious Blood remains, consume it at the altar. If you distributed the Body of Christ, please purify your fingers and wipe them with the purificator. Wait for the priest to close the Tabernacle door and genuflect (genuflect when the priest does).

## St. Thomas the Apostle Usher Guidelines

- 1) Arrive 15 minutes before Mass.
- 2) Check for notes explaining possible extra duties - usually placed on the back table on the right side.
- 3) Check that the crosswalk sign is placed on the street. Turn on the blinking light on the pole, the back entry light, the light over the pieta, and the light for the balcony.
- 4) The back row of lights in the basement should be turned on (from stairs to bathrooms).
- 5) Make sure the TV in the basement is turned on and displaying the church camera and sound.
- 6) Get a plastic offerings envelope, write the date and mass time on it, and record with number on the log sheet.
  - a. If more than 1 collection, use an additional envelope, mark it, and record it as 2<sup>nd</sup> collection.
- 7) Greet arriving parishioners and hand out worship aid sheets if provided (found on the back table).
- 8) Ring the bells for 15 to 20 seconds (or 12 times, 1 for each apostle), 5 minutes before Mass starts.
- 9) Sit on folding chairs or stand in the back during Mass and be available if anyone needs help.
- 10) Once the people are seated after the Introductory Rites, count all the people attending Mass (note how many are in the Nave, basement, and loft) and record the number on the schedule on the Usher table on the far right, back of the church.
- 11) Retrieve the collection baskets hanging in the back closet. If there are people in the basement and/or loft, one usher should collect from each area after the intentions and then collect in the Nave once all ushers are present as follows during the Offertory hymn:
  - a. With 4 ushers, all ushers walk to the front of the church, 2 ushers in the center aisle and 1 on each side aisle, genuflect together before turning and offering the basket to each pew, working their way to the back of the church.
  - b. If only 2 ushers, both ushers walk up the main aisle to the first pew just after the lector returns to their pew. Ushers genuflect together before returning and offering the basket to each pew, working their way to the back of the church. Repeat this process with each usher using each of the side aisles.
- 12) All contributions get put into a plastic envelope at the back of the church.
  - a. Seal the envelope by removing the strip and exposing the adhesive.
  - b. The envelope gets put in a basket, and 1 usher carries it to the front of the church, bows, and places it in the front of the low altar.
- 13) After the final blessing:
  - a. With 4 ushers, decide which 2 ushers are to hand out bulletins and which 2 ushers are to take the offering envelope to the church office safe in the Parish Center.
    - i. When only 2 ushers, decide which one will hand out bulletins, and the other should try to ask a parishioner to accompany him to take the offering envelope to the church office safe in the Parish Hall if possible (this is for security and to have a witness with the offering envelope)

- b. The 2 people taking the offering should walk down the right-side aisle, and after Mass has concluded, they should walk to the low altar, bow, then retrieve the offering basket and bring it to the sacristy.
  - i. Retrieve the key to the parish office in the white cabinet to the right of the window. Remove the envelope from the basket, and the basket can stay in the sacristy.
  - ii. Both people should walk the envelope to the parish hall directly together and into the office using the key for access.
  - iii. Go to the cabinet which houses the safe and open the cabinet door.
    1. Take out the log sheet.
    2. Record the serial number, date, and Mass time on the log sheet.
    3. Each usher should sign the sheet before depositing the envelope into the church safe.
    4. Return the log sheet and exit the office, ensuring the door is locked behind you. Unless there are other church employees in the office, no one else should be allowed in or left behind in the church office.
  - iv. One usher needs to walk back to the sacristy to return the key to the cabinet in the sacristy. Make sure someone can lock up the sacristy after you leave, and if no one is around, notify someone who has a key to lock the sacristy.
- c. The usher(s) distributing bulletins should open the doors during the final hymn and get positioned on each side of the main door to hand out bulletins and bid the congregation farewell.
  - i. Return extra bulletins to the bulletin holders in the back of the church.
  - ii. Walk through the pews after Mass. Pick up anything left behind and straighten Missalettes to leave an orderly church.
  - iii. The worship aids can be recycled after 10:30am Sunday Mass.
  - iv. Go downstairs to straighten the area, turn off the TV, ensure no one is in the bathrooms, make sure there is no running water, and turn off the lights (except for after 7:30am Mass).
  - v. Retrieve the crosswalk sign from the street and put it behind the left, inside entry door. Also make sure the yellow streetlight is turned off (black switch on the inside, left wall of downstairs door).