

## Guidelines for Hospitality:

1. Show up for your assigned date or please get a replacement.
2. Show up 20 minutes prior to the start of Mass.
3. Your job is first and foremost to be “hospitable”. You are the face of St. Nicholas Parish. Be sure to smile and offer a positive greeting.
4. Pass out the books to parishioners as they come in the door.
5. Once Mass is ready to begin, take your seat in the reserved pew at the back of church.
6. At offertory, retrieve the 4 baskets located at the back underneath the table of gifts. Hospitality representatives should take the baskets to the front of each aisle, bow to the altar uniformly, and then pass the basket(s) to the individuals in the front pew of each section. As the baskets reach the back pews, retrieve them and put the collections from all 4 baskets into the larger, round basket. Give this basket to one of the gift bearers.
7. \*\*\*If no gift bearers come to the back of church, you may have to take up the gifts as well.
8. After Communion, get the bulletins from the vestment sacristy. Once the recessional song begins, open the doors to the gathering space. Stand in the gathering space and pass bulletins to parishioners as they come by. When finished, put extra bulletins back in the sacristy or (if after the 11:00 a.m. Mass), place them in the plastic bins on the wall.
9. Straighten book holders so all books have spines facing out and look neat and ready for the next liturgy. Close the doors between the gathering space and sanctuary.

\*\*\* We will be asking the gift bearers to notify hospitality members once they have arrived at Mass, so you will know whether or not to find a replacement family or take up gifts yourselves.