

December 4, 2025

## IHM Hospitality Ministry Guide/Instructions

*Thank you for volunteering to help make the IHM Hospitality Ministry a success! Giving of your time is a testament to God, as to your dedication to His service.*

### Duties of the Hospitality Minister

1. **Please arrive at church 30 minutes before Mass begins. Go to the Sacristy Room and check off your name on the Hospitality schedule.** (As you come through the front doors of the church, go to your left –the room with the glass windows—to find the schedule on the counter.)
2. Open doors for people entering the church. Please have all three east doors and south door covered. When weather allows, please greet the parishioners outside to open doors as they approach the entrance of the church at conversation distance. (Please **do not** hold the doors open for long periods of time this is to maintain heating and air conditioning of the gathering space)
3. There are pews reserved in the back of church for hospitality families and ushers. The ushers will close the gathering space doors as mass begins. You may take your seats at that time.

### After the Final Blessing

1. Go to the gathering area to see if the ushers need help handing out bulletins (this is primarily their job) but you can ask if they need help.
2. Thank the people as they leave and wish them a great week. “Have a blessed day” or “Have a great day”
3. After mass, even if there is a baptism, enter the church quietly, to make sure kneelers are in upright position. If you do this as a family, please remind your children that the worship space is a reverent area. Please no running. If there are any debris such as Kleenex etc. left in pews, please remove it. (Gloves are available in back of church to remove debris sanitarily.) Also, please make sure all missalettes are properly place back in the pew holder with the spine upward. If there are any plastic book covers that are damaged please take it to the ministry sacristy and inform the sacristan on duty.