



Blessed Trinity Catholic Church

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TO: Hospitality Ministers
FROM: Jim Williams, Hospitality Ministry Coordinator
RE: Hospitality Ministers Schedules for June, July, and August, 2018
DATE: May 25, 2018

I continue to work closely with Lori Snyder on the scheduling of the Hospitality Ministers. We have included the following in this mailing:

- ✓ Schedule for June, July & August, 2018
- ✓ Current Hospitality Contact List

I want to thank all of the Hospitality Ministers for stepping up to the new 5-person schedule as well as supporting the new security procedures. My observation is that - in most part - it is going well. As always, some fine tuning is always necessary as well as getting used to new procedures.

We will continue the 5-person schedule for each Mass going forward. The process with the five people is covered in the Hospitality Minister Procedure Change Document as of February 1, 2018. Please note that this document has been updated from the one distributed at the training sessions. The updated document explains our procedure for communion.

There are no longer set teams with the same captain. With the scheduling of the additional Hospitality Ministers at each Mass and accommodating various personal changes (especially during the winter months), it was necessary to go to this type of flexible scheduling.

If you cannot serve as scheduled, please secure a substitute and communicate it if possible to your captain. Do not call the church office if you cannot make it, call a replacement (use the attached contact list). It will be a bit tougher getting a sub during the summer months due to people being out of town; if necessary, make your call early rather than at the last minute.

Being always alert and aware of the surroundings is always a must.

Thank you,

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