

Blessed Trinity Catholic Church
Hospitality Ministers Procedure Changes

February 1, 2018

Five Hospitality Ministers: with the aim of increased awareness and alertness at our Masses, we will schedule five Hospitality Ministers for every service. The additional Hospitality Minister will be responsible for awareness needs to include: gathering area, parking lot, and all other church facilities.

If there are not five, then it is imperative that you get additional minister from the sitting congregation to support the service and the security awareness in the church.

Handicapped Entrance Security: it will be standard practice to lock and secure the handicap entrance when we close the doors for the worship service. The key will be located at the usher's nook.

The Hospitality Ministers at the 9:00 a.m. Mass will need to unlock the handicap area door once that Mass has ended so it is open for the 11:00 a.m. service. The point of contact on this if there are any questions is Karen Smith (Pastoral Minister).

Front Entrance Security During Services: it is necessary to monitor this entrance continuously during a service. This will be the only door unlocked in the church during services. If this security procedure is followed then the front entrance door can remain unlocked during the service.

Awareness and Being On Alert: this is a must for every Hospitality Minister at a service – you are the first responders.

Action: always discuss with a fellow minister if a security situation arises. DO NOT HESITATE TO CALL 911. A telephone is located at the Hospitality Ministers nook. You will need to select a line out prior to dialing 911. Our local police department has the expertise to advise us and will take steps to handle situations.

Always be aware of the environment to include exits and escape routes for safety purposes.

Holy Communion: the center aisle Hospitality Ministers will receive Holy Communion first, prior to the congregation. This will allow them to perform their security duties.

Thank you ~ Jim Williams

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