

## **CAPTAIN'S RESPONSIBILITIES**

**December 3, 2016**

Place a reminder call to members of your team prior to your weekend of service.

- I. The captain or delegated team member **SHALL** arrive 20 -30 minutes prior to the start of Mass.
- II. Check the hospitality minister area located in the coat room for messages which may indicate that arrangements for special circumstances are necessary.
- III. Make sure appropriate baskets are available. Pay particular attention if a second collection is scheduled since this requires the use of the **cloth lined** baskets.
- IV. Designate each team member to cover a particular area of the worship space.
- V. The captain/designee shall notify the instructor of the Children's Word for their return to the service immediately after the Homily. **See Service Procedures.**
- VI.** Take a count of parishioners (includes children, choir members, musicians and Father) at Mass and record in the binder designated "PARISHIONER COUNT" located in the coat room. **Accuracy is imperative.**
- VII. The captain shall make arrangements to have the Crucifix (located in sacristy) processed to the altar at the beginning of Mass and from the altar at the end of Mass. The Crucifix shall be held high during the processions. Bowing is not required when approaching the altar. Once the Crucifix is placed in the altar stand the Hospitality Minister shall join the members of the procession at the front of the altar. When Father bows and continues onto the altar the Hospitality Minister will also bow and exit via the west perimeter of the worship area.

The following procedure will be used for exiting:

The Hospitality Minister will prepare to retrieve the Crucifix from the altar stand by being positioned in the far west perimeter aisle as Father completes his announcements. At the beginning of the closing hymn the Hospitality Minister shall proceed to the Crucifix, remove the Crucifix from the stand and bring it the first row of chairs in the center aisle with the Crucifix facing the altar. Father and the altar servers will proceed toward the altar, bow, and then turn to exit. The Hospitality Minister will lead the procession out of the worship area with the Crucifix held high. The Crucifix will be placed back in the sacristy.

**Service Procedures shall be consistent at all Masses.**

## **TEAM MEMBER RESPONSIBILITIES**

- I. **Your** timely arrival is imperative.
- II. **YOU ARE** responsible for finding a substitute and notifying your captain if you are going to be absent.
- III. **Follow Service Procedures.**

## **SERVICE PROCEDURES**

- I. Hospitality Ministers shall make sure orders of worship and bulletins are available in the containers located at the handicap entrance/exit located on the west side of the gathering area adjacent to the coat room.
- II. Prior to the beginning of Mass Hospitality Ministers shall be stationed and accessible in the worship area welcoming parishioners, providing assistance in seating and shall have worship orders available for distribution. Politely we must discourage attendees from seating during a scripture reading.
- III. Per attachment 1 there are areas designated for the handicapped. The adjoining benches may be used by the accompanying family if unoccupied. If occupied and that seating is desired the Hospitality Minister will politely ask the occupants for assistance i.e. to slide down or assist in relocating them to comparable seating

Handicapped people in any area of the worship area including the chapel shall be asked if they would like Communion delivered to them. If desired, note where the person is seated and have the Eucharistic Ministers of that area provide as follows;

The handicapped in the sanctuary will have Communion provided prior to the distribution to the remainder of the congregation.

The handicapped in the chapel will have Communion provided after the congregation Communion is distributed. Father is not to be included as a server in the chapel.

Hearing assisted devices are available in the cabinet outside the coat room.

- IV. Close the worship area doors at the beginning of The Liturgy of the Word.

One minister shall periodically check the lobby area for security reasons, to assist worshipers and answer the telephone. Should it be necessary to deliver a message to Father (medical emergency etc.) please do so. If Father is in the Consecration portion of the Mass the Hospitality Minister will seek out the appropriate people for the circumstances.

**Good Practice Tip: Be aware of the availability of medical personnel in attendance in case they are needed for a medical emergency.**

- V. The Reserved seating pew covers are available in the coat room as well as a key to unlock the Gathering Area restrooms. Please return them to the coat room.
- VI. The following procedure shall be used when the Children's Word sessions are being held:
- A. Open the door for the children upon their exiting from the worship area.
  - B. While the children are in class place an offertory basket on the pedestal with the poster designated "Children's Word Collection" and locate it at the entrance door to the worship area.
  - C. At the end of the Homily the captain or designee shall notify the Children's Word instructor for their return to the service.
  - D. The children may deposit their envelopes in the offertory basket and enter the worship area **after** the Hospitality Ministers have gone down the aisle for the collection.
  - E. **The exception occurs when there is a Baptism. The Children's Word instructor shall then be notified immediately after the Homily and the children are to enter the worship area as the parents prepare their child for Baptism.**
- VII. Parishioner Count: The parishioner count shall be given directly to the Pastoral Minister (Karen Smith), designated Mass Assistant or placed on the gift stand (whichever is Applicable) during the \Alleluia.
- VIII. **Collection:**
- A. Two to four collection baskets per minister are adequate depending on the number of parishioners in attendance.
  - B. Process down the center aisle to the front of the altar, bow, and then go to your designated station. See Attachment 1.
  - C. Minister I goes to Section S1.
    2. Minister II goes to Section S2. (Takes care of S2 west side)
    3. Minister III goes to Section S3.
    4. Minister IV goes to Section S2. (Takes care of S2 east side)
  - D. Second Collection (If applicable)
    1. Use the **cloth lined** baskets for the second collection.
    2. The second collection basket passing shall be delayed until the initial basket has traveled three to four rows.
    3. The larger **cloth lined** basket is to be used for the second collection gifts.
    4. The larger baskets may be placed inside of each other for presentation.
- IX. **Re-presentation of gifts:**
- A. The offertory basket(s) leads the procession to Father and is presented first, followed by the bread and then the wine.
  - B. A Hospitality Minister may assist with the procession if necessary.
  - C. If a pyx is included on the gift table it shall be included with the gifts. It may be placed on the bread plate.

**X. Communion:**

- A. The Hospitality Ministers shall process down the center aisle while the “Lamb of God” is being sung, stop, bow, and proceed to their designated area (same as collection). Refer to Attachment 1.
- B. The Hospitality Minister shall position him/her self at the first occupied row(s) of parishioners and release the parishioners (two lines) for Communion when the Eucharistic Minister turns for distribution.
- C. The choir will receive Communion last at station S1.
- D. The center aisle minister(s) shall retrieve the collection basket immediately after they have received Communion. They do not wait for the side sections to complete receiving Communion.
- E. Following retrieval the minister(s) shall bow and then process up the center aisle to the rear of the church.
- F. A minimum of two ministers shall take the collection basket(s) to the sacristy and place the basket(s) along with the key in the secured cabinet.

X. The worship area doors are to be opened at the beginning of Father’s exit.

XI. At the end of mass, Hospitality Ministers shall be stationed outside of the exit doors of the worship area to distribute bulletins and wish worshipers a good day/evening. The supply of bulletins is located in the cabinet in front of Father’s office

XII. A Hospitality Minister shall walk through the Church and pick up orders of worship and/or any other articles left behind. The lost and found area is located on the shelf adjacent to the church office.

XIII. Please return your hospitality badge to the basket in the coat room.

XIV. Hospitality Ministers are to dress appropriately.

**TEAMS AND CAPTAINS  
5:00 P.M. MASS**

<b>TEAM NO.</b>	<b>TEAM MEMBERS</b>	<b>PHONE</b>
<b>1</b>	<b>Bob Frank - C H. Daniel Brown Richard Hoffman Dan Chiesa</b>	<b>652-6347 652-9756 652-2879 652-4497</b>
<b>2</b>	<b>Tony Michalski - C Joe Luptowski Vern Little Tim Wenzel</b>	<b>652-8667 652-9350 989-737-9964 989-280-6053</b>
<b>3</b>	<b>Don Zoller - C Lloyd Brewer Tim Dils</b>	<b>652-3820 652-9502 652-6552</b>
<b>4</b>	<b>Donald Schrader - C Al Schrems Jr. Kurt Hadaway John Szeszulski</b>	<b>777-3085 652-8150 871-7386 823-9182</b>

**9:00 A.M.MASS**

<b>TEAM</b>	<b>TEAM MEMBERS</b>	<b>PHONE</b>
<b>5</b>	<b>Joe Chowanec - C Michael Schrems Jim Vandeveld Tom Stasik Tom Ezop</b>	<b>652-9218 777-7531 652-9478 989-798-6471 652-2150</b>
<b>6</b>	<b>Dave Gorney - C Daniel Hopp Eugene Hopp David Ritter</b>	<b>652-6385 928-2238 652-3834 754-2579</b>
<b>7</b>	<b>Dan Wortman - C Steve Kueffner Brian Irish Raymond Daily</b>	<b>652-2145 652-0596 989-304-1740 652-7744</b>
<b>8</b>	<b>Raymond Smith- C Scott Smock Stanley Trombley Richard Kirchner</b>	<b>653-3897 652-7226 652-0595 248-229-1146</b>
<b>9</b>	<b>Mark Kapala- C John Benson Tom Kelly Jerry Carter Nick Carter</b>	<b>652-3074 652-8254 652-8653 652-0525 652-0525</b>
<b>10</b>	<b>Jim Williams - C Wayne Cormier Brad Kueffner Anthony Kueffner</b>	<b>652-6345 652-3124 652-2973 652-2973</b>

## 11:00 A.M. MASS

TEAM	TEAM MEMBERS	PHONE
11	Kim Maier - C Pat Ritter Joe Pelon Randy Carman	652-4589 652-9280 777-9693 284-3302
12	Ken Ritter - C Keith Martus Connor Martus Sheldon Martus Kurt DuRussel	652-8715 989-297-2424 -989-297-2424 989-297-2424 989-659-2684
13	Ron Block - C Brian Stainforth Evan Ferweda Jack Ferweda Page Ferweda	652-8397 989-274-5951 810-577-5660 810-577-5660 810-577-5660
14	Gary Sparschu - C Mike Walderzak Jim Haney Rodrigo Dominguez	652-2852 652-6205 652-2451 652-2605
15	Brian Glowiak - C Karla Glowiak Andrew Harris Bob Ciszek	652-4746 652-4746 652-6036 652-7777

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Seating Arrangement

CHAIRS	124	
PEWS 40@8/PEW	320	
<b>TOTAL</b>	<b>444</b>	

Choir	18	
<u>Chapel</u>	<u>38</u>	<u>56</u>

Grand Total 500



