



### **Hospitality Minister Checklist**

- You are the *welcoming* face of St. Mary's.
- Handing out at the beginning:
  - worship Aids
  - pew cards
  - e-giving tokens
  - missalettes
  - LCC offertory envelopes
- Handing out at the end:
  - bulletins
- People to grab before the Mass:
  - 2 people to dress the altar (if needed)
  - 2 people to carry up the gifts
  - 1 person to carry up the green book of intentions

- Collection taking: instead of handing the collection basket to the presider, please simply place the basket under the altar (remember to bow to the altar before returning to your seat).

- Two more baskets: When there is Liturgy of the Word for Children (at the 11am Mass), please place a basket near the altar for the collection of canned goods. Also, when the choir is present, please place a small basket on the organ for their envelope donations.