

St Thomas Aquinas Church & St John Church and Student Center **HOSPITALITY MINISTRY GUIDELINES**

The Hospitality Ministry is one of evangelization and welcoming current parishioners and visitors to our masses and special liturgical events. The ministry consists of Greeters for masses/events and ministers for the Hospitality Table at the back of St Thomas Aquinas Church and in the Gathering Space at St John Church and Student Center.

Hospitality Meditations:

Romans 12:9-10: "Let love be sincere; hate what is evil, hold on to what is good, love one another with mutual affection; anticipate one another in showing honor."

Hebrews 13: 1-2: "Let mutual love continue. Do not neglect hospitality, for through it some unknowingly entertained angels."

John 13:20: "Very truly, I tell you, whoever receives one whom I send receives me; and whoever receives me receives him who sent me."

Matthew 25:31-46: "When the Son of Man comes in his glory, and all the angels with him, he will sit upon his glorious throne, and all the nations will be assembled before him. And he will separate them one from another, as a shepherd separates the sheep from the goats. He will place the sheep on his right and the goats on his left. Then the king will say to those on his right, "Come, you who are blessed by my Father. Inherit the kingdom prepared for you from the foundation of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and clothed me, ill and you cared for me, in prison and you visited me." Then the righteous will answer him and say, "Lord, when did we see you hungry and feed you, or thirsty and give you drink: When did we see you a stranger and welcome you, or naked and clothe you? When did we see you ill or in prison, and visit you?" And the king will say to them in reply, "Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me."

Hospitality Ministry's Mission:

It is important that each person be greeted as the body of Christ gathers together. The welcome of a greeter sets a tone of love. It reminds people that they are entering a special time of worship, where they will experience God, and God's type of love. Maybe someone has had a difficult week. A warm greeting can remind people that they are entering a place that will treat them differently than the way the world treated them. A warm greeting also reaffirms to each person that they belong. It's a way of saying, "You belong here, and we are glad that you do." After all, everyone is important to the Body of Christ.

Hospitality Values and Outcomes:

Our values and desired outcomes are from "*Go and Announce the Gospel of the Lord, Pastoral Letter*" by the Most Reverend Earl Boyea, 5th Bishop of the Diocese of Lansing. (released April 5, 2012)

- The parish will engage our Catholics more deeply, re-engage our fallen-away sisters and brothers, and be an evangelizing force in our community. (p. 1)
- The parish will be a Household of Faith which is a place of hope, not fear; a place of energy and the Holy Spirit, not fatigue; and a place of enthusiasm and joy, not dourness. (p. 20)
- The parish will find lost sheep and bring them back festively...(because) personal joy and warmth can go a long way in making someone feel that he or she has finally found a home. (p. 25)
- The parish will be a Household of the Faith in which we are all missionaries. We need to meet people where they are—to value them and their experiences as preparation to receive the Good News of Jesus Christ. We invite them to Jesus because we believe in this Christian life and we are happy living it. We want to share our joy with others. (p. 30)
- The parish will be a Household of Faith where the primary motive (of hospitality) is to love as Christ loves and provide a place for attendees to encounter Christ serving them, even as we encounter Christ in the ones we serve. (p. 33)

Hospitality Ministry Enrollment:

Please complete an enrollment form so the Hospitality Ministry Committee can add your name, phone number, and e-mail address to the database. MSU students can participate through the Campus Ministry office.

Sign-up for masses on the parish website: elcatholics.org. Under the *Parish Ministries* banner, click on the *Greeters*. Sign-up dates are along the left-side of the page. There are separate pages for each church in the parish.

Basic Greeter Duties and Procedures:

- Greeters will be at all the major entrances to the sanctuary. We will try to double-up on greeters for major liturgical events (Ash Wednesday, Good Friday, Christmas, and Easter).
- Greeters wear name tags (first names only).
- Greeters should be ready and in place 15 minutes before each event (a bit earlier for major events).
- Greeters stay at their post through until mass begins (try to wait until the first reading).
- Greeters return to their post during the final blessing and stay until the church the church is empty.

Hospitality Training Information:

Your goal is to share a kind word, open a door, smile, offer a handshake or just lend a helping hand to people as they enter and leave the church. Here are 10 Guidelines to keep in mind:

1. Show up on time.
2. Be positive.
3. Prepare yourself spiritually.
4. Be friendly to all who enter.
5. Pray in advance for your ministry.
6. Show honor and dignity to our visitors and guests.
7. Pay attention to what needs your visitors and guests might have.
8. Follow up after the worship service and say good-bye with style.
9. Prepare yourself physically: Good grooming, appropriate clothing, fresh breath.
10. Notice for ministry opportunities to pray with guests before they leave.

Remember, your goal is simple and direct: Make people feel welcome at our church!

Basic Hospitality Table Duties and Procedures:

The Hospitality Table Minister:

- Takes leadership for an assigned mass at a given church site.
- Serves as a resource to the greeters and answers questions.
- Will be prepared to explain being Catholic, our parish, and our parish programs. (Use the follow-up sheet for referrals to the parish staff and parish programs.)
- Wears a name tag (first name only).
- Has the table well stocked with program information and evangelization materials.
- Will be available ½ hour before the start of the mass/event.
- Stays at his/her post until “Welcoming” by the commentator.
- Returns to his/her post during the final blessing and attend s to the table until church is empty.
- Before departing assures the table is orderly, complete and ready for the next service.

2012-13 Dates for Hospitality Ministers:

1st Sunday of Advent
Christmas
Epiphany
Catholic Schools Week

Ash Wednesday—Feb 13
1st Sunday of Lent—Feb 17
Palm Sunday—Mar 24
Holy Thursday—Mar28
Good Friday—Mar29

Easter—Mar 31
Mother’s Day—May 12
Father’s Day—June 16
Pentecost--May 19
MSU/STA Welcome Week

Thank you for your participation. Many Blessings to you!