

Saint Maria Goretti Ministers of Welcome Checklist

1) Please note the months for which you are scheduled. They can sneak up on you. We work on a Calendar month basis. This means that if 4:30 Mass falls on the last day of a month, the Ministers of Welcome assigned during that month serve on that day. The new crew will start at the 8:00 Mass the next day and the 4:30 folks assigned to the new month will start on the next weekend.

2) Dress for the occasion. You are welcoming people to God's house. Suit, coat and tie, or Blazer w/o tie is preferred for Sunday Masses with nice slacks and shoes. Shirt and ties only during the summer month are perfectly acceptable. For non-Sunday and non Holy Day Masses (Saturday Masses) business casual is acceptable.

3) Please wear your nametag or a blue "generic" Minister of Welcome badge. These are kept on a magnetic board in the MOW closet in the back of church.

4) Be at Mass roughly 20 minutes early. Don't forget to sign in. The sign-in book is on the small table next to the vesting sacristy.

5) *SMILE* and greet the people before Mass.

6) Select a family to take the offertory gifts to the priest.

7) Assist as required those with special needs. If anyone will need Holy Communion brought to him or her (handicapped or special needs) note where they are seated. Later, during communion, please tell one of the Extraordinary Ministers of Holy Communion after you receive your communion, and have them follow you back to where the special needs person is seated.

8) Close the glass doors as Mass begin.

9) Assist the family taking the gifts up. They do this immediately after the reading of the petitions. Make sure the alter server is ready to proceed up the isle as the priest leaves the space behind the alter. The family will then follow the server who is carrying the processional cross to the front of church.

10) Take up the collection following the taking up of the gifts. When you reach the front of the aisle, bow, and then distribute the baskets. Place the collection in the bag marked for your Mass. Then place the bag in the safe in the MOW closet. There should be a minimum of two Ministers of Welcome with the collection at all times. Please keep the MOW closet doors closed as you organize and place the collection in the safe in the MOW closet at back of church.

11) Ensure an orderly Communion by allowing only one row at a time to get in line for Communion. Those standing in the back go first, then the back rows working towards the front. The MOWs go to Communion after all the rows have cleared. This is when you would direct one of the Extraordinary Ministers of Holy Communion to any special needs or handicapped person needing communion brought to their seat.

12) Open the glass doors as the recessional hymn is announced. Assist anyone needing help in leaving Mass.

13) Pass out bulletins as people leave. Smile and tell them to have a nice day.

14) Following the conclusion of Mass, make sure all the books are ready for the next Mass and placed back in the pews. See that all trash has been picked up and any items left are put in lost and found or MOW closet.

15) Don't forget to place your badge back in the MOW closet.