

St. Michael the Archangel Parish, Schererville, IN 46375
Ministry Position Description

Name of Ministry: Hospitality Ministry

Purpose: Foster one's continuing growth in holiness by becoming an integral part of the celebration of the Mass – with special duties that are essential to the orderly flow of the liturgy.

Coordinator

Coordinator/Leader Responsibilities:

- Develop quarterly Hospitality Minister schedule as well as schedule for holy days and special services.
- Participate in monthly Liturgy Committee planning meetings.
- Provide communication between Pastor, Liturgy Committee members, and Hospitality Ministers.
- Conduct Hospitality Minister training for new ministers as well as informal ongoing training and formation.

Coordinator/Leader Gifts, Talents, and Sacramental Requirements:

- Love of neighbor as God commands us.
- Ability to communicate well.
- Practicing Catholic in good standing with the Church

Coordinator/Leader Training/Time Commitments:

- Attend monthly Liturgy meetings. – 1 ½ hours monthly
- Develop ministry schedules – 2 hours, quarterly.
- New minister training as needed – 2 hours per year
- Prepare for Advent, Christmas, Lent, and Easter masses and services – 4 hours per year

Ministers

Ministry Roles/Responsibilities:

- Welcome all by distributing the music handouts to all who enter.
- Be willing to assist all who enter the worship space.
- Perform collection of the gifts of the faithful.
- Occasionally participate in the presentation of the bread, wine, and collection during the preparation of the gifts.
- Coordinate the procession of the faithful as they partake in Communion
- Distribute bulletins and other materials as needed following the Liturgy

Ministry Gifts, Talents, and Sacramental Requirements:

- Willingness to welcome all who enter the worship space.
- Willingness to assist all who enter the worship space.
- Ability to communicate well with others.
- Desire to foster own continuing growth in holiness.

Ministry Training/Time Commitments:

- New minister training session, 1 hour with ministry coordinator.
- Commitment to 2 Masses per month.
- Arrive 20-30 minutes prior to scheduled Mass.
- Ongoing training with ministry coordinator as needed.

Submitted by: Rob Robertson Coordinator/Leader Date: August 22, 2009