

- At the beginning of the Creed, do the Mass attendance count with the tally counters in the usher closet.
- Proceed to the back of the church at the beginning of the Prayers of the Faithful. Once the congregation begins to take a seat, start taking up the first collection. Six people are needed, two for each aisle. Walk from the back of the church to the front pew, genuflect in unison, and walk to the back of the church, pausing to receive any donations.
- While remaining in the back of the church, place the collection into the appropriate bank bag and seal it.
- Place the bank bag into the wicker basket. One usher will bring up the collection with the gifts.
- After the Concluding Prayer and before the announcements, take up the second collection. Two people will need to place the collection in the bank bag and seal it while in the back of the church.

AFTER MASS

- Two people need to place both the first and second collections in the sacristy safe.
- Stand near an exit. Hand a bulletin to each family. Wish people a good day and send them home with a smile.
- Check the church for any valuables left behind.
- Close the entrance doors to the church.
- Prepare the pews and church for the next Mass.

St. Mark Parish thanks you for your dedicated service!

HOSPITALITY HANDBOOK



St. Mark Catholic Church

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PARISH MISSION STATEMENT

Grounded, fortified and nourished by the Eucharist, the members of St. Mark Church share with all the unconditional love of God through active witness to the Gospel of Jesus Christ by learning, living and loving our Faith.

CALL TO SERVE

"You are a 'chosen race, a royal priesthood, a holy nation, a people of his own, so that you may announce the praises' of him who called you out of darkness into his wonderful light" (1 Peter 2:9).

All liturgical ministers are, first and foremost, members of the Body of Christ. Through their baptism they are the "holy people and royal priesthood" whose right and privilege it is to participate in the ministry of Christ. How the lay faithful exercise this ministry in the world varies, but the fullest and most fundamental expression of it has always been "conscious, active and fruitful participation in the mystery of the Eucharist" (*General Instruction Of The Roman Missal - GIRM, Introduction #5*).

Since the celebration of the Eucharist is the "action of the whole Church" (*GIRM, Introduction #5*), everyone in the assembly has "an individual right and duty to contribute their participation" (*GIRM #58*).

Some of the faithful are called to serve God's people in a more particular way through one of the many liturgical ministries that have flourished in the Church since the Second Vatican Council. This diversity of roles, functions and ministries enriches our celebrations and assists us in our prayer. Serving in one of these ministries is both an honor and a responsibility, and those who commit to it need nurturing and support.

This handbook has been prepared to help you grow in a deeper understanding and love for the liturgy, your ministry and ultimately the Lord whom we all serve. This handbook is designed to assist in properly preparing for Mass so as to assist the faithful experience Jesus Christ in His Word and through His Body.

GENERAL GUIDELINES

- **Dress Code:** Formal attire is required.
- All practicing Catholics are invited to participate in this ministry.
- Please arrive at least 30 minutes before Mass and serve at the same Mass every Sunday, with the exception of holidays.
- Please contact Daria Kaas at daria.kaas@archbalt.org with any questions or concerns.

BEFORE MASS

- Upon arrival, sign-in in the sacristy.
- Straighten the missalettes and song books. Make sure there are bulletins on each table near the church exits.
- Stand by any entrance of the church. Welcome people to church, especially newcomers. Avoid idle chit chat.
- Invite and give directions to those who will carry the wine and ciboria to the altar. The number of people needed will vary depending on the number of ciboria. Those carrying the gifts should proceed to the back of the church at the beginning of the Prayer of the Faithful.
- Retrieve the appropriate bank bags from the usher closet.

DURING MASS

- On holidays, seat people at appropriate times once Mass begins.
- Take your reserved seat in the back as soon as late comings subside and continue to participate in the Mass.
- Assist those who become ill or need aid.