

WELCOMING MINISTERS / Youth Flockers

TEAM LEADER DUTIES: Life Teen 6pm Mass only

Each Mass will be assigned one or two Team Leaders who will be responsible for organizing the Welcoming Ministers as they arrive. Team Leaders will choose Ministers as needed to perform additional duties (collection, seating latecomers, and distribution of bulletins).

Team Leader will choose a family or four youth Flockers before Mass to bring up the Offertory gifts. Request that they come to the offertory table during the collection.

Team Leader will ask Welcoming Ministers to assist with additional duties, such as Offertory Collection, if needed.

Dress appropriately for your Mass and keep in mind that you represent the parish and the youth ministry program.

BEFORE MASS

1. Be at the church 20 minutes before Mass time. If you are an Extraordinary Minister of Holy Communion, be sure to sign in so that the Coordinating Minister knows you are there.
2. Check with the Team Leader for your Mass who will assign you a door and let you know if you are needed for any additional duties.
3. Get your name tag from the plastic boxes below the Welcoming Table.
4. Get a stack of song sheets from the front vestibule table.
5. Greet people as they arrive with a friendly smile and hello. Hold doors open the entire time if weather permits. Otherwise, open doors as needed. In hot weather, keep doors closed as much as possible.
6. If you have been asked to help distribute bulletins, please leave your seat right after the final blessing.

ADDITIONAL DUTIES OF WELCOMING MINISTERS

OFFERTORY GIFTS AND COLLECTION

1. Leave your seat at the beginning of the Profession of Faith and gather at the offertory table at the back of the church. At the correct time, walk together to the front of the church.
2. On reaching the front pews, pause, all bow to the altar.
3. Begin taking up the collection
4. One Minister will take up the collection in vestibule and children's chapel.
5. Put all the collections in one basket.
6. Instruct the family or youth taking up the gifts.

COMMUNION

1. Four lines will be used for communion up front. Additional stations are at the back during 6 pm Masses
2. Flockers are the last to receive communion.
3. If someone needs communion at the back of the church, let Coordinating Minister know before Mass begins. When the first communion line is completed, ask the Minister to take communion to the person at the back.
4. Do not wait until the last communion line is finished to request that communion be brought to the back of the church.

CONCLUDING RITES AND AFTER MASS

1. Most second collections will be announced at the end of Mass and collected at the back of church using the large collection baskets. Additional Welcoming Ministers may be needed at the end of Mass to assist. Team Leader will ask for assistance before Mass.
2. Get bulletins for distribution after Mass from the Altar Server Sacristy. Distribute:
 - a. At the main entrance outside
 - b. At side entrances outside
 - c. Put extra bulletins back in Altar Sacristy
3. Team Leader will secure collection and put in money bag.
4. Check pews to make sure baskets were returned to the end of the pew.
5. Remove Scripture handouts and song sheets from pews and discard in recycle bin.
6. See that altar candles are extinguished.
7. Turn off altar lights (two switches are located on the right hand side of the switch panel in the hallway before the priest's sacristy.)
8. Come to the Community Center for Life Night.