

Liturgical Hosting Information Sheet

Arrival at the Church

Greeters should arrive at the church at least 30 minutes before Mass begins.

Those taking up the collection or carrying the offertory gifts should arrive at the church at least 15 minutes before Mass begins.

Upon arrival, please put a check ✓ beside your name on the bulletin board check-in schedule (look for green paper on green cardboard); if you are substituting for someone else, please write in your own name. This lets the liturgical captain know that the hosts have arrived so he doesn't need to look for extra help. Note that all the schedules on the bulletin board combine liturgical ministers (communion ministers and lectors) and hosts (greeters, collection, and offertory) on one page.

Offertory Gifts

From time to time, families of those for whom a Mass is being offered may want to carry the offertory gifts. Hosts who are scheduled to carry the offertory gifts are asked to step aside in favour of the family members. (We don't always get advance notice.)

Timing for Offertory and Collection

If you are scheduled to take up the collection or to carry the offertory gifts, you should leave your seat and move to the back of the church during the prayers of the faithful.

Scheduling

Schedules are published every two months. Before the roster is drawn up, liturgical hosts will be reminded by e-mail and in the bulletin to notify the scheduler of any dates they may not be available. These reminders will occur by the third week of the current schedule, i.e. two to three weeks before the deadline. The deadline for notification of non-availability is the first Friday of the month as detailed below:

- first Friday in December (for January and February)
- February (for March and April)
- April (for May and June)
- June (for July and August)
- August (for September and October)
- October (for November and December)

Voluntary sign-up sheets will be posted on the bulletin board for Lent/Easter and Christmas/New Year celebrations.

Please note: Once the schedule is created, liturgical hosts are responsible for using the master list to find their own substitutes if they are unable to serve on a scheduled date.

New schedules will be e-mailed to those who have provided an e-mail address and printed copies will be placed on the bulletin board to the left of the check-in schedule for those who do not have e-mail (look for green cardboard) before the current schedule expires. A note will also be published in the liturgical ministers schedule in the bulletin to let you know that the next schedule has been published.

The Parish Bulletin

A blended liturgical ministry schedule is published in each bulletin showing both liturgical ministers and hosts for the following week. That schedule is also used to communicate with ministers and hosts, so please check the schedule every week for announcements.

Captains

5 p.m. Mass: Maurice Bernardin

9 a.m. Mass: Vic St. Hilaire

11 a.m. Mass: Ed Upton

Liturgical Hosting Scheduler: Shirley Gillespie, svgill54@gmail.com, 204-489-0824.

Please contact Shirley by e-mail or by telephone (there's an answering machine) if there is any change in your information or if there are any errors in the master list. If you do not have e-mail and prefer not to phone, you may also tack a note on the bulletin board **close** to the check-in schedule (just fold a piece of paper in half, with your note on the inside and "Shirley G." on the outside), and it will be picked up during the week.

Please remember to include your name and phone number if you call or leave a message!
