

## MINISTER OF HOSPITALITY INSTRUCTIONS

### Confirmations at the Cathedral

# Item #8

1. **HOSPITALITY TEAM.** Parishes must provide a total of ten ministers of hospitality. A head usher will be assigned by the Cathedral. **If there are to be a substantial number in the assembly speaking a language other than English, please provide a hospitality minister that speaks the language.**
2. To ensure that parishes provide hospitality ministers and that these persons fulfill their duties, a Liturgical Ministers sheet (Item #6) is included with this confirmation packet. This sheet is to be submitted to the Office of Worship with the liturgical planning form. The head usher will have a copy the night of the Confirmation and will check-off the names upon arrival.
3. **ARRIVAL.** Hospitality ministers should arrive **promptly by 5:30 p.m.** They meet with the head usher at the baptismal font. These instructions will be reviewed and specific assignments given.
4. **ARRIVAL OF THE ASSEMBLY.** Five (5) are assigned to welcome the assembly as they arrive and hand them the worship aid. Five (5) additional should lead people to their seats. These should also insure that the reserved seating areas are left open.
5. **SEATING:** Candidates and sponsors will begin the celebration at their places. (They will not walk in the opening and closing processions.) No one is to sit in the front row of any section. All guests must be seated in a row with kneelers.
6. **OPENING AND CLOSING PROCESSIONS.** Hospitality ministers should open the necessary doors for the opening and closing processions.
7. **SEATING OF LATECOMERS.** Gently indicate to latecomers that you will be happy to seat them shortly. The best times are: before the first reading or after the gospel.
8. **ANOINTING DURING THE CONFIRMATION RITE.** Two hospitality ministers will be assigned to lead the candidates and their sponsors for the anointing. The Archbishop will stand in front of the altar for the anointing. The candidates will approach the Archbishop one side of the church at a time. The hospitality minister (assigned to each side) should get the group started and **keep them moving. It is best to stand near the top of the peninsula (see chart on reverse side).** The anointing begins with the group on the north side of the center aisle.
9. **COLLECTION AND GIFT BEARERS.** No collection will be taken. A hospitality minister will be assigned to organize the assigned gift-bearers following the general intercessions. A wine carafe and bread plate are placed on the gifts table at the center cross aisle. The gift bearers are to walk up the aisle once the Archbishop has reached his place at the steps in front of the altar. The gifts table should be removed to a side alcove following this.
10. **COMMUNION PROCESSION.** There are 3 areas for the distribution of Holy Communion: Communion station areas 1, 2 and 3. Area 3 services those in the north and south side seating areas (they will begin on the north side and move to the south side). Hospitality ministers (6) should direct people to the stations as indicated on the chart. NOTE: Those in the south side seating area should **wait** until the communion ministers finish the north side area.
11. **REST-ROOMS.** Located in the southwest corner of the nave.
12. **EMERGENCIES.** Contact the head usher. An emergency phone is located in the sacristy (with appropriate numbers posted.)