



Holy Spirit Parish
Liturgical Ministry Guidelines

**Program and Bulletin
Distributors**

Updated September 2017

Along with the door greeters, this is a ministry of hospitality. It is another opportunity to provide a word of welcome and a helping hand to those who will be attending our liturgy. Giving someone a worship aid/mass program helps them better participate in our liturgy and feel at home. In passing out the worship aid, it is also an opportunity to offer a welcome or greeting before they enter the church.

Please arrive 20 minutes early. Highlight your name on the liturgical minister sign-in sheet in the Narthex. Pick up a nametag in the Welcome Ministry folder by the sign-in sheets. Reserve a seat for yourself in church. Reserve signs can be found in the folder, as well.

Position yourself in the Narthex near the tables with the worship aid baskets. Take a handful as needed and offer them to all who will enter the church. Continue to hand out programs to people as long as there are a number of people arriving, even if mass has begun. (This is why it is important for you to reserve a seat for yourself.) Once most people have arrived and are in church, you can then go to your places.

As soon as the closing song begins, return to your stations in the Narthex and be ready to pass out bulletins to everyone as they leave. After you finish handing out bulletins, please organize the worship aids and Mass cards so they are arranged neatly for the next Mass.

***If you are unavailable for your scheduled week, please request a sub through the
ONLINE WEB TERMINAL.***

Contact [Lisa Jessen](#) or [Roxane Kadrlik Chlachula](#) in the church office with any questions.

www.holyspiritrochester.org