

Host Family Duties

- **Arrive at 10:00am**
 - Introduce yourselves to the Lector/Reader so he or she can announce your family's name as Host Family at the beginning of Mass.
 - Save your seats
 - Ask the ushers if there is a second collection.
 - Greet parishioners and hand out songbooks, bulletins and song sheets, Mass Cards
 - Divide your family and station one to two people at each entrance.
- **March in the Processional to the altar**
 - At about 10:27 make your way to the back center of the gym where the priest, lector and the altar servers are lining up.
 - Introduce yourselves to the priest.
 - Position your family after the lector and altar servers and before the priest.
 - Process to the altar, bow with the priest then go to your seats.
- **Collection**
 - After the Homily, but right before we start the Creed ("I believe in God . . .") go the back of the gym where the baskets and the Gifts are kept.
 - Look for the ushers to help you.
 - Hand out baskets and decide who will take each of the six main seating sections. Feel free to involve your children in this.
 - Go to assigned sections during the Prayers of the Faithful ("Let us pray to the Lord . . .")
 - Begin collecting during the Presentation/Offertory song
 - Always collect from front to back, never the other way around.
 - Once you are finished with your section meet in the back of the gym to consolidate all baskets into one larger one.
 - Bring the gifts – the bread, the wine and the collection--to the altar, pass to the priest and go back to your seats. The ushers will help you know when to go up and the priest generally motions to you as well.
- **Second Collection**
 - If there is a second collection, repeat the collection process just as the last person is receiving Communion.
 - Hold the second collection in the back of the gym until the Mass is ended. Rowena generally collects the money from the collections.
 - DO NOT COMBINE the first and second collections
- **Recessional**
 - You do not recess out of the gym with the priest, just stay in your seats.
- **End of Mass Duties**
 - Take canned goods out of the baskets and put them in plastic bags. Plastic bags are usually in the bottom of the baskets. Bring the bags down the stairs closest to the bleachers to the kindergarten lobby area. If you have extra grocery bags at home, bring them with you to mass; we can always use more.
 - Clean up Hymnals, collection/Mass cards
 - Pick up any hymnals, bulletins or worship leaflets you see laying around and return them to the exits of the gym. Please collect the Mass cards and place them on the carts with the hymnals.