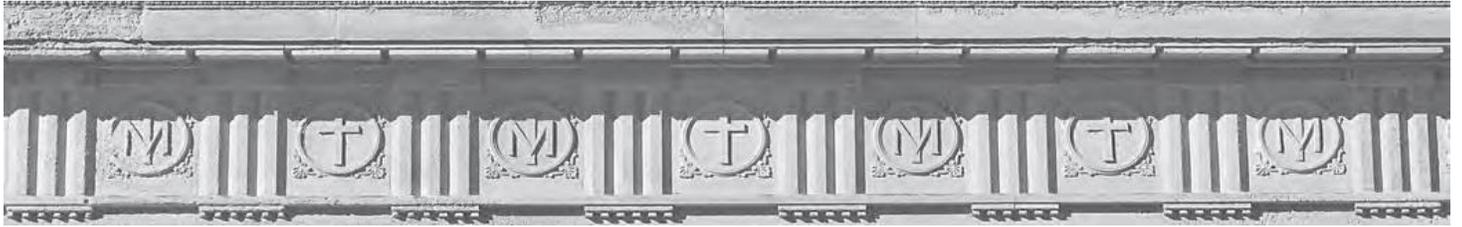


Eliot Kapitan, final of 13 April 2016:

Excerpt from *The Pillars of Parish Stewardship*, SPI, 10 March 2015 – pages 12-15.  
Journal format for study, recommendation, and local decisions.



Building a Stewardship Parish on Four Pillars:

# Hospitality

“When I was a stranger, you welcomed me.” (Mt. 25:35). Jesus Christ teaches that whenever we welcome one of the least of our sisters and brothers, we welcome Christ Himself. Parishioners of a stewardship parish seek to see the face of Christ in one another. With special vigilance, parishioners must seek out and welcome new members to the parish family. A stewardship parish is a welcoming parish regardless of the parish demographics: large or small – urban, suburban or rural.

We are all prodigal children longing to be welcomed home. In a hospitable parish, parishioners and guests feel they belong and are appreciated. This is especially true if they were ever absent from the Church. Hospitality leads to a sense of ownership among parishioners. This ownership and personal involvement fosters a sense of “belonging.” When parishioners experience a warm and sincere welcome, they in turn become open to give themselves to others. God is love. God gives His love to each one of us. As God loves us, He calls us to love one another. This Divine Love flows through the heart of the faithful steward to love others. When we are recipients of such love from others, we are attracted to follow this example. When others welcome us, we are open to welcoming others. This desire to welcome others is yet another gift of God. The most vibrant stewardship parishes are those in which parishioners know they are welcomed, which fosters a sense of ownership and personal involvement in lived stewardship to the parish family.

Listed below are some of the “**building blocks**” parishioners might consider as they seek to build and maintain a parish of hospitality and welcome:

1. **Pastor:**
2. **Pastoral Planning:**
3. **Invitation:**
4. **Called by Name:**
5. **Communication:**
6. **Ministry Fairs:**
7. **Social Activities:**
8. **Empowerment:**
9. **Direct and Rapid Follow-Up:**
10. **Rite of Christian Initiation of Adults (RCIA):**

## 1. Pastor:

As shepherd of the flock, allowing time for the pastor to meet and come to know his parishioners is an essential element of hospitality. Creating opportunities before and after Mass for the pastor to greet parishioners – as well as special events like quarterly welcoming gatherings of new parishioners – will help a pastor and parishioners become acquainted with one another.

Particular OFFICE, MINISTRY, DUTIES
<p><b>OFFICE FOR THE MISSIONS:</b></p> <ul style="list-style-type: none"><li>• Contact Vicki Compton, Office for the Missions – Usher and Greeter Training</li></ul> <p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"><li>• Maintain time before each Liturgy to prayerfully prepare and ready ministers for celebration</li><li>• Be available after Mass for more than cursory meeting and conversation</li><li>• Focus on primary duties, see Ordination of Priests, no. 124: exercise ministry of the word; celebrate the mysteries of Christ, especially Eucharist and Reconciliation; implore God’s mercy upon the people entrusted to care, pray without ceasing; be united with Christ, consecrate self to God for salvation of all</li><li>• Make personal visits to hospitals and homes; and send others in your name for additional weekly visits</li><li>• Cf “orans” posture in praying to God on behalf of the faithful; akin to right-handed hand shake: complete openness, defenseless, willing to be knocked off balance</li><li>• Train, foster, and support Greeters and Ushers as ministers of evangelization</li><li>• Read, use, and give personal copies to hospitality ministers: Karie Ferrel and Paul Turner; <i>Guide for Ushers and Greeters</i>; LTP, 2008. It lists these Bible texts as guides for this ministry (pp. 17-19) and occurrence on Sunday for addressing:<ul style="list-style-type: none"><li>• Mt 18:5 – LM, nos. 414, 650, 742</li><li>• Lk 15:2 and 20 – LM, no. 132C</li><li>• Rm 16:2</li><li>• Col 4:10</li><li>• 2 Cor 7:15</li><li>• Acts 15:4; 21:7-8 – LM, no. 57C</li><li>• Gal 4:14</li><li>• Acts 28:30 – LM, nos. 302, 679</li><li>• Mt 25:31-46 – LM, no. 160A</li><li>• Lk 9:11-13 – LM, no. 169C</li><li>• Lk 19:6 – LM, no. 153C</li><li>• Lk 10:40 – LM no. 108C</li></ul></li><li>• Set up and use a kiosk / desk in gathering space; staffed by others before and after Mass who can give information, provide forms, broker connections, etc.</li><li>• Study <i>Built of Living Stones</i>, Gathering Space, nos. 95-97; <i>Area Surrounding the Church Building</i>, nos. 98-99</li><li>• See OWC – “Gathering Space in Roman Catholic Worship” – <b>attached</b></li><li>• Use rites in <i>Book of Blessings</i> to consciously and pastorally care for faithful in manifold ways within Sunday Mass, during meetings, in the homes, etc.</li></ul>

	<ul style="list-style-type: none"> <li>• Many of these building block items may also apply to the parish staff since they augment the ministry of the pastor</li> </ul>
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<b>Particular DEPARTMENT</b>	
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	<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>• Prioritize time and presence before-during-after meetings etc.: presence to meet before and after may be of greater benefit if presence in the meeting is not essential; e.g., in the school parking lot prior to dismissal; work the lines at fish fry, annual dinner, donut Sunday</li> <li>• Set up Q&amp;A time or “Talk with the Pastor” time following Pastoral Council, Finance Council, School Board, Religious Formation Board, etc.</li> </ul>
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<b>Others in the CURIA</b>	
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	<ul style="list-style-type: none"> <li>• Just as the Bishop of the diocese is to care for all the baptized, so too the pastor and thus the staff</li> </ul>
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<b>More QUESTIONS</b>	
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	<ul style="list-style-type: none"> <li>• If pastoring more than one Church, establish generous between-the-Masses-times in order not to rush down the road</li> </ul>
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**Pastoral Planning:**

When establishing goals and objectives for the parish, the involvement of both new parishioners and veteran members should be considered in the effective implementation of these objectives. Seeking new ways to improve hospitality and welcome to all members of the parish family is itself a sign of vibrant parish hospitality.

<b>Particular OFFICE, MINISTRY, DUTIES</b>	
	<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"> <li>• Use many of the same goals and methods of Usher and Greeter formation in other venues: sporting events, festivals, dinners, fairs, etc.,</li> <li>• Give special attention at funerals and weddings</li> <li>• Foster ways to regularly expand membership in hospitality ministries</li> <li>• Because “God is love”, as cited in foreword, highlights singing “Ubi caritas est vera”, the song for the procession of gifts for the poor on Holy Thursday Evening Mass of the Lord’s Supper – use it in like instances throughout the year</li> </ul>

<b>Particular DEPARTMENT</b>	
	<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>• Know the past pastoral planning history in order to build upon it and make changes as necessary; cf. Matthew 13:52 – “like the head of the household who brings from his storeroom both the new and the old”, LM, no. 109A – Seventeenth Sunday in Ordinary Time, Year A</li> </ul>

<b>Others in the CURIA</b>	
	<ul style="list-style-type: none"> <li>• Use Charism Discernment; contact OVG for details of Curia Training on the same by Catherine of Siena Institute (equipping parishes to form lay apostles) as a primary resource, link <a href="http://www.siena.org/">http://www.siena.org/</a></li> <li>• See “Building Intercultural Competencies for Ministers” [BICM] by USCCB: to enable and understand better and capitalize on the cultural dynamics within communities – A new evangelization is synonymous with mission, requiring the capacity to set out anew, go beyond boundaries and broaden horizons. The new evangelization is the opposite of self-sufficiency, a withdrawal into oneself, a <i>status quo</i> mentality and an idea that pastoral programs are simply to proceed as they did in the past. Today a “business as usual” attitude can no longer be the case. Some local Churches, already engaged in renewal, reconfirm the fact that now is the time for the Church to call upon every Christian community to evaluate their pastoral practice on the basis of the missionary character of their program and activities. -Synod of Bishops XIII Ordinary General Assembly, <i>The New Evangelization for the Transmission of Christian Faith, Lineamenta, #10</i></li> <li>• Links to Introduction; 5 Modules, Appendix, Video; Using These Guidelines; Training of Trainers: <a href="http://www.usccb.org/issues-and-action/cultural-diversity/intercultural-competencies/index.cfm">http://www.usccb.org/issues-and-action/cultural-diversity/intercultural-competencies/index.cfm</a></li> <li>• See Diocese of San Bernadino experience, <i>America</i>, 15 Feb 2016, pg 11: link: <a href="http://americamagazine.org/issue/beyond-diversity">http://americamagazine.org/issue/beyond-diversity</a></li> <li>• and search link to USCCB links with several items:</li> </ul>

[http://www.usccb.org/search.cfm?site=newusccb&proxystylesheet=newusccb\\_frontend&q=Building+Intercultural+Competencies+for+Ministers&lang=eng](http://www.usccb.org/search.cfm?site=newusccb&proxystylesheet=newusccb_frontend&q=Building+Intercultural+Competencies+for+Ministers&lang=eng)

	More QUESTIONS
	<ul style="list-style-type: none"><li data-bbox="186 262 203 283">•</li></ul>

**Invitation:**

Whether a new or long-standing member of a parish, parishioners need to be invited to serve in the most personal way possible. It often takes more than one invitation before a parishioner decides to become involved, so perseverance is important when we invite people. Parishioners who are quiet can be misinterpreted as disinterested. Understanding that people often receive information in different ways, varied forms of invitation are necessary. Bulletin and pulpit announcements, personal invitations, personal phone calls, and visits by members of the welcoming committee are effective tools. Noticing a particular talent or gift of an individual parishioner and personally inviting that person to share that gift with the parish family is most effective. Above all, we must persevere in our efforts to invite all parishioners to recognize the gifts given them individually by God and to ask them to share those gifts for the good of the parish family and the wider Church.

	<b>Particular OFFICE, MINISTRY, DUTIES</b>
	<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"> <li>• See item 10 below; Rite of Christian Initiation of Adults – care for the Period of Evangelization and Precatechumenate</li> <li>• Concerning liturgical ministry, provide an annual opt in / opt out method to alleviate the notions “I have this job by right” or “I will never be able to stop doing this save death” to also provide updates, information, and faith sharing; invite potential new members to come, see, and discern</li> <li>• Once gifts / abilities / charisms are recognized, provide initial training and ongoing formation for the ministry. See LTP – The Liturgical Ministry Series  <a href="http://www.ltp.org/s-13-the-liturgical-ministry-series.aspx">http://www.ltp.org/s-13-the-liturgical-ministry-series.aspx</a>  <i>Guide for Deacons</i>  <i>Guide for Ushers and Greeters</i>  <i>Guide for Sacristans, second edition</i>  <i>Guide for Cantors, second edition</i>  <i>Guide for Music Ministers, second edition</i>  <i>Guide for Extraordinary Ministers of Holy Communion, second edition</i>  <i>Guide for Liturgy Committees</i>  <i>Guide for Servers, second edition</i>  <i>Guide for Lectors [Readers]</i>  <i>Guide for Ministers of Liturgical Environment</i></li> <li>• Look to the middle section of assembly seating, those who are regular, are committed perhaps but not yet extensively involved</li> </ul>
	<b>Particular DEPARTMENT</b>
	<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>• Alpha; Alpha for Catholics, Alpha in the Workplace; contact Carlos Tejeda, Office for Marriage and Family Life</li> </ul>
	<b>Others in the CURIA</b>

	<ul style="list-style-type: none"><li>• Provide Charism Discernment; contact OVG for details of Curia Training on the same by Catherine of Siena Institute (equipping parishes to form lay apostles) as a primary resource, link <a href="http://www.siena.org/">http://www.siena.org/</a></li><li>• Use a mentoring system for expanding the ease and ongoing formation into ministry, service, involvement</li></ul>
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More QUESTIONS	
	<ul style="list-style-type: none"><li>•</li></ul>

**Called by Name:**

Because we are a parish family, it is important to know our fellow parishioners by name – even in the largest parishes. No doubt that this is a challenge for all of us. But we know from our own personal experience, that when we are called by our name by other parishioners, we no longer exist anonymously in the parish. At baptism, when we become children of God, we are called by name! Updated parish pictorial directories are very valuable tools to allow us to know one another. Taking the time to study these pictures and then to leave our “comfort zones” to initiate conversation with these parishioners when we see them at a parish function is one of the most dynamic ways of establishing hospitality and welcome. The welcoming committee of the parish has a special responsibility to model this for other parishioners.

<b>Particular OFFICE, MINISTRY, DUTIES</b>
<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"> <li>• “Did You Know” columns in bulletin, website, emails with picture, name, kudos, etc. that can expand beyond such listings for catechumens, those to be confirmed, etc.</li> <li>• Provide name badges with names in 26 pt. type for greeters and ushers, hospitality desk staffers, council members at meetings, etc. to foster name recognition</li> </ul>

<b>Particular DEPARTMENT</b>
<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Others in the CURIA</b>
<ul style="list-style-type: none"> <li>•</li> </ul>

<b>More QUESTIONS</b>
<ul style="list-style-type: none"> <li>•</li> </ul>

**Communication:**

Consistent, continual, updated, friendly and clear communication of parish events in the bulletin, pulpit announcements, newsletters, parish websites, phone calls, etc., is vitally important to foster hospitality. Where people believe that they are informed, they experience that sense of belonging. Where communication is lacking within the parish, people feel disconnected. Often, this results in inaccurate and destructive conclusions drawn by certain members of the parish family, which when shared among parishioners, leads to confusion, hurt and anger.

	<b>Particular OFFICE, MINISTRY, DUTIES</b>
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	<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"> <li>• Use current approved titles / names for liturgical ministry to eliminate confusion:             <ul style="list-style-type: none"> <li>• Extraordinary Ministers of Holy Communion or Communion Ministers and not Eucharistic Ministers (who are bishops and priests) – note, “Ordinary Ministers of Holy Communion” are all clergy</li> <li>• Readers and not Lectors (now reserved for those instituted by the bishop and, in this diocese, celebrated only with those advancing to Holy Orders)</li> <li>• Servers or Altar Servers and not altar boys or altar girls</li> </ul> </li> </ul>
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	<b>Particular DEPARTMENT</b>
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	<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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	<b>Others in the CURIA</b>
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	<ul style="list-style-type: none"> <li>• See that information posted in bulletin, website, emailing is consistent across all platforms; attention to common language, place names, etc.</li> </ul>
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	<b>More QUESTIONS</b>
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	<ul style="list-style-type: none"> <li>•</li> </ul>
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**Ministry Fairs:**

Ministry or stewardship fairs are great ways to invite parishioners to become involved. By having each parish organization set up an information booth for parishioners to see and learn about the various parish ministries, we open them to a world of possibilities in the parish where they can give of their time and talent. These fairs also provide members of each organization an opportunity personally to invite parishioners to become involved. Sign-up sheets at the booth allow contacts to be made efficiently. Stewardship fairs held shortly prior to the annual parish stewardship renewal are very effective in welcoming and inviting parishioners, new and long-standing, to become personally involved as stewards in the life of the parish family.

<b>Particular OFFICE, MINISTRY, DUTIES</b>	
	<b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Particular DEPARTMENT</b>	
	<b>DEPARTMENT FOR CATECHETICAL SERVICES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Others in the CURIA</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>More QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

**Social Activities:**

The parish is a place of many social activities. Participating in these activities nurtures our sense of community and belonging. At these events, greeting and talking with parishioners, especially new parishioners, is an important function of all members. If the leaders of the parish committee, which organizes the activity, make the welcoming of parishioners a priority as part of the event itself, this models hospitality for all those who attend.

<b>Particular OFFICE, MINISTRY, DUTIES</b>	
	<b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Particular DEPARTMENT</b>	
	<b>DEPARTMENT FOR CATECHETICAL SERVICES:</b> <ul style="list-style-type: none"> <li>• Prepare RCIA sponsors to invite, bring, host, attend with those they sponsor to everything in the parish – thus widening the circle of connections to the parish events and to things Catholics do even off the parish campus as a primary sponsoring task</li> </ul>

<b>Others in the CURIA</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>More QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

**Empowerment:**

Parishioners have a great sense of empowerment to want to serve the parish when hospitality is present. The pastor's personal invitation and empowerment of committee members to carry out the mission statement help foster a sense of hospitality. Identifying the gifts and talents of parishioners aids their sense of empowerment. Consider having creative programs where people notice a parishioner's talents and gifts, (anonymously or openly) and then invite that parishioner to use those gifts for the greater good of all.

<b>Particular OFFICE, MINISTRY, DUTIES</b>	
	<b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b> <ul style="list-style-type: none"> <li>• An e.g. for Communion to the homebound: "Our [Some of our] Extraordinary Ministers of Holy Communion are delegated by the pastor to carry Communion to hospitals, nursing facilities, and homes to those who cannot come to church. They do this in addition to the regular visits by pastor and staff."</li> </ul>

<b>Particular DEPARTMENT</b>	
	<b>DEPARTMENT FOR CATECHETICAL SERVICES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>

<b>Others in the CURIA</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>More QUESTIONS</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>

**Direct and Rapid Follow-Up:**

Once we have effectively invited parishioners and they have accepted or are open to our invitation, it is imperative that parish leaders follow up with the invitations. If a parishioner has been inspired to sign up on the time and talent form for a particular parish ministry and we fail to follow-up personally with them in a reasonable period of time, the result will be disastrous. Next to a lack of invitation, a lack of follow-up is one of the surest sources of poor parishioner involvement. It is better not to invite parishioner involvement, than to invite and then do nothing when the parishioner offers his/her gift to the parish.

<b>Particular OFFICE, MINISTRY, DUTIES</b>
<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b></p> <ul style="list-style-type: none"> <li>• The parish has a plan in place to connect RCIA inquirers who call or knock on the office door so that they are connected with the proper person to set up a first meeting within two weeks</li> </ul>

<b>Particular DEPARTMENT</b>
<p><b>DEPARTMENT FOR CATECHETICAL SERVICES:</b></p> <ul style="list-style-type: none"> <li>• Secretary and office staff are the first responders; they foster and hinder parishioner and seeker follow-up - they know the whats and whos or can quickly get that information</li> </ul>

<b>Others in the CURIA</b>
<ul style="list-style-type: none"> <li>•</li> </ul>

<b>More QUESTIONS</b>
<ul style="list-style-type: none"> <li>•</li> </ul>

**Rite of Christian Initiation of Adults (RCIA):**

Individuals desiring entrance into the Catholic

Church through the sacraments of initiation often experience a close bond with each other and their sponsors during their catechumenate period. Sadly however, too often once these persons are initiated fully at the Easter Vigil into the Catholic Faith, they become lost in the large parish community. These new parishioners are the fertile soil, awaiting an invitation to become active stewards in the parish family. Special care should be given these persons both by their individual sponsors in the RCIA journey, as well as members of the welcoming committee of the parish.

<b>Particular OFFICE, MINISTRY, DUTIES</b>
<p><b>OFFICE FOR WORSHIP AND THE CATECHUMENATE:</b> See these many handouts and templates for the Period of Evangelization and Precatechumenate – the time for first and new evangelization: – <b>all attached</b></p> <p><b>COMMUNICATION SERIES</b></p> <ul style="list-style-type: none"> <li>• <b>RB05--011_CouponsPrecat</b> – Coupons for Evangelization and Precatechumenate: Making it Easy for Inquiry</li> <li>• <b>RB05--012_AnnouncePrecat_Church</b> –Announcements for Evangelization and Precatechumenate: Focusing on Current Church Members</li> <li>• <b>RB05--013_AnnouncePrecat_Inquirer</b> – Announcements for Evangelization and Precatechumenate: Focusing on Inquirers</li> <li>• <b>RB05--021_AnnounceAcceptance</b> – Announcements for the Rite of Acceptance into the Order of Catechumens and the Rite of Welcoming the Candidates</li> </ul> <p><b>DISCERNMENT AND INTERVIEWS SERIES</b></p> <ul style="list-style-type: none"> <li>• <b>RB07--101_Before_Precat_Begins</b> – Before the Precatechumenate Begins</li> <li>• <b>RB07--102_First_Meeting</b> – Doing the First Meeting, The First Interview</li> <li>• <b>RB07--104_Who_Does_First_Meeting</b> – Who Does the First RCIA Interview?</li> <li>• <b>RB07--105_Design_Parish_Form</b> – Designing a Parish Form for Use with the First Meeting, the First Interview</li> <li>• <b>RB07--106_Adult_Form</b> – Initial Interview: Adult Form</li> <li>• <b>RB07--107_Child_Form</b> – Initial Interview: Child Form</li> <li>• <b>RB07--EKcat_1st&amp;2ndInterview+Forum</b> – Eliot Kapitan, “To What May God Be Calling You?: The First Interview” and “Is This the Right Time?: The Second Interview as Discernment for the Rite of Acceptance” and North American Forum, “Discernment in the Order of Christian Initiation of Adults</li> </ul> <p><b>PERIOD OF EVANGELIZATION AND PRECATECHUMENATE SERIES</b></p> <ul style="list-style-type: none"> <li>• <b>RB15--001_About_Evangelization-</b> Evangelization and Christian Initiation</li> <li>• <b>RB15--002_Appropriate_Topics-</b> Appropriate Topics and Attitudes for the Period of Evangelization and the Precatechumenate</li> <li>• <b>RB15--003_Some_Suitable_Scripture</b> – Some Suitable Scripture for the Period of Evangelization and Precatechumenate</li> <li>• <b>RB15--006_Finding_God_in_Everyday_Life</b> – Finding God in Everyday Life: An Inventory of Graceful Moments (James B. Dunning)</li> <li>• <b>RCIA coupon 2012 Office for Worship</b></li> </ul>

	<b>Particular DEPARTMENT</b>
	<b>DEPARTMENT FOR CATECHETICAL SERVICES:</b> <ul style="list-style-type: none"><li>•</li></ul>

	<b>Others in the CURIA</b>
	<ul style="list-style-type: none"><li>•</li></ul>

	<b>More QUESTIONS</b>
	<ul style="list-style-type: none"><li>•</li></ul>

## Reflection Questions

1.

Is your parish a welcoming and hospitable place of worship?

How are new parishioners welcomed into your parish family?

Do long-standing members of the parish feel welcome and involved?

2.

Using the building blocks listed above, how can your parish extend hospitality and welcome to all who come to your parish?

What other building blocks might make your parish more welcoming to parishioners?

3.

Does the role of hospitality and welcome fall into each of the goals and objectives of the mission of the parish?

Does each parish organization recognize its responsibility to practice hospitality and welcome?

More QUESTIONS	