

## Resurrection Catholic Parish GUIDELINES FOR GREETERS

Your role as a “Greeter” is a very important ministry in the church. You create that first impression of “church” for people as they come to worship. You can turn something that is a “me and God” experience, into something that is a “we and God” experience.

1. Arrive 15-20 minutes before Mass begins
  - a. Please put on a name tag. Name tags and markers are located by the main entrance.
  - b. Make sure that someone is at all 3 entrances
    - i. Please stand outside to open the doors for those who need assistance, especially at the Main and East side entrances
  - c. Swinging doors at the main entrance should be opened toward the inside of church
  - d. There should be hand sanitizer and disinfectant wipes available at all entrances
2. **Welcome everyone with a smile and a friendly greeting.**
3. **Ask a family to take up the offertory gifts.** (This is the responsibility of the greeters at the main entrance)
  - a. Family members for the Mass Intention may offer or should be asked.
  - b. About 5 minutes prior to the start of Mass, if no one has volunteered, please ask someone.
    - i. The offertory will include **three** gifts:
      1. Ciborium with the hosts
      2. Cruet of wine
      3. Offertory collection (a child can easily carry the basket)
4. Provide assistance as needed:
  - a. Be especially mindful of those who need additional assistance - the handicapped, elderly, and parents with children.
  - b. **If the church is starting to fill up, please help individuals find a place to sit.**
  - c. Invite parents with small children to take advantage of the crying room.
  - d. Rest rooms are located on main level (east/left side) or on the lower level (west/right side).
  - e. During the Mass, if you notice anyone becoming ill, please do what you can to help them.
  - f. Do interrupt Mass if there appears to be a serious emergency. Usually, one of the Allenton Fire Department Volunteers is at Mass and they will come to help.
5. **Greeters at the side entrances** should lock the entrance doors before moving to their seats in the back pews.
6. **After the procession**, move the gift table midway up the center aisle

7. Take up the collection: Four (4) greeters are needed for the collection
  - a. Each person should have a basket.
  - b. One greeter comes down each side aisle and two greeters come down the center aisle.
  - c. Bow, do not genuflect, when you come to the front.
  - d. Do not forget to take the basket into the crying room. Take basket to choir loft, if necessary (e.g., Christmas and Easter)
8. After the collection is gathered, it is combined into the **wicker basket with a handle** and should be given to the gift bearers to be presented to the priest along with the hosts in the ciborium and wine in the cruet
  - a. Recommended that greeters use hand sanitizer after taking up the collection.
  - b. Take the gift table out of the center aisle after the gifts have been brought forward.
  - c. If the offertory gifts happen to be taken up before the collection is completed, a greeter should take the basket up and place it next to the pulpit.
9. After Communion, the greeters should return to their respective exits to distribute bulletins and any other handouts. Bulletins should be sitting on the credenza in the main entrance.
  - a. **Greeters at the side entrances** will need to walk down the side aisles as the exterior doors will be locked.
  - b. Greeter at the east entrance should unlock the door for those who may need to reenter church after Mass (ie: Servers, Lector, etc.)
10. Please make sure you open both swinging doors as the procession is coming out of church.
  - a. Open doors toward the outside of church.
- 11. After everyone has departed, please take the time to:**
  - a. Walk up and down the aisles to pick up anything left in the pews or things that may have dropped on the floor.
    - i. A wastebasket can be found in the Sacristy or at the entrances.
    - ii. **A Lost/Found basket is located on the credenza in the Main Entrance.**
  - b. Replace the missalettes to the holders
  - c. Replace all kneelers to the upright position
  - d. Put a supply of bulletins in the holder located outside near the east exit door
  - e. Windows may stay open during the summer months, unless rain is predicted
  - f. All doors should be closed
  - g. One greeter should check if the Sacristan (person closing church) needs any assistance before leaving