

Guidelines for Greeters
Saint John's Church
January 2016

Please arrive **at least 30 minutes** prior to Mass. Remember to dress appropriately. Among other things, keep in mind that you will be the “face” of St. John’s to those coming in for worship, especially important for our guests or those new to our parish, and certainly for all parishioners. Greeters are to welcome with warmth, humor, appreciation for their presence, etc. all those entering into our Church community. Make yourselves visible and accessible to assist with doors, and offer a copy of Father’s homily to those interested.

Before Mass:

- Select a gift-bearing family if the assigned is not there.
- Ensure that a large plastic tamper proof money bag is marked as “main collection” and include the date as well. Record number from bag onto the clipboard and initial both the bag and the clipboard.
- There are also 2 small bags to label, date, and initial – one for the children’s collection and one for the “dollars for debt” collection. Be sure to record the numbers for those bags on the clipboard as well as your initials.
- Before taking your place in the pew at the start of mass, retrieve the bulletins from the cabinet under the round artwork on the north wall and place them on the table to be handed out **after** mass.

During Mass:

- When the priest and the assembly sit following the Prayers of the Faithful (Intercessions), begin taking up the collection. Four adults are needed, and children may assist. Seal tithes into the labeled plastic bag and then into the large basket.
- When ready, hand all to gift bearers. If there are no gift bearers, please process up with the gifts (bread, wine and tithes). Once the priest or deacon has arrived at the foot of the steps, process forward.
- At Communion, two ushers should stand at the front center aisles to start and guide flow.
- After communion Father will announce the “dollars for debt” collection. Ushers should come forward with the smaller baskets and take the collection. The money should be placed in the appropriately labeled bag.

After Mass:

- One usher should collect the money from the children’s collection at the altar and place it in the appropriately labeled bag. All 3 money bags **MUST** be placed in the safe in the sacristy. Check to be sure the bags drop completely down into the safe.
- After Mass, place yourselves to hand out bulletins to people while thanking them for being present at St. John’s. If there is a parish hall gathering, invite everyone to attend.
- Assist people as needed, especially newcomers or those inquiring about joining the parish. There are “new member” forms in the literature racks, which they may take with them or fill out immediately.
- Pick up any trash, spoiled bulletins and homilies, etc. and forgotten or lost items. Check the Church, gathering space and cry room.
- Make sure all kneelers are in the upright position.
- Pick up any scattered hymnals and neatly arrange the hymnals.
- Close any windows that may have been opened during the service.
- See the deacon or priest if a host is found.