

## GREETER PROCEDURE FOR SUNDAY MASS

St. Thomas the Apostle

### Prepare for Mass

- **Always request a substitute online if unavailable**
  - Log in to MSP at [www.rotundasoftware.com/ministry/saintthomastheapostle](http://www.rotundasoftware.com/ministry/saintthomastheapostle)
  - If you are not online, please notify the parish, finding a sub yourself if possible
- Spend some time in quiet **prayer** alone or with your family before Sunday Mass
- **Please arrive at least 20 minutes before Mass**
  - Sign in by checking off your name (or the person you replace) in the main entrance
  - Put on your name tag from the Hospitality Closet to be easily identified as a welcoming person, especially for visitors
  - Collect a handful of bulletins from the Hospitality Closet; hide them or take them to your pew to distribute after Mass – Father doesn't want the distraction during Mass
  - Greeters are designated by assigned location: **Stained Glass, Gathering Area, & Community Center** entrances
  - You are encouraged to 'step in' as a greeter if you arrive at Mass and no one has yet come

### Welcoming the People of God before Mass

- Dress nicely (not overly formal, but not casual)
- Stand in a visible and easily recognized location; open the door if able
  - **Stained Glass:** stand outside the main, stained glass doors (or just inside, by weather)
  - **Gathering Area:** stand outside the clear glass center double door
  - **Community Center:** stand down in the lobby area on the parish center level
- Greet each person who comes to celebrate with a smile and salutation, by name if possible
- Strive to get to know each face and name over time; this increases a sense of community – use Fr. Steve as your model; he will join the Stained Glass greeters before most Masses
- Help with various needs or emergencies that may arise; refer to the Liturgy Coordinator
  - Double check with ushers to make sure *all doors are closed before/during Mass*; doors may only be held open after the dismissal when the Sending Forth Song begins

### Encouraging Involvement After Mass

- At the start of the announcements, after the prayer after communion, take bulletins to your post-Mass location to offer 1 per family for all who are leaving
  - **Stained Glass:** stand just inside the stained glass doors [consider also passing out bulletins with the Gathering Area greeter, one greeter on the East of the doors, one on the West]
  - **Gathering Area:** stand outside the clear glass center double door as before Mass
  - **Community Center:** stand down in the lobby area on the parish center level as before Mass
- Wish all a blessed week, thanking them for coming & worshipping with us
- Please take any leftover bulletins back to the Hospitality closet
- Leave your name tag on the bulletin board at the main entrance storage room for next time
- Greeters are not responsible for Lost and Found items; please give to the liturgy coordinator if you feel inclined