

THE CHURCH OF THE TRANSFIGURATION GREETERS RESPONSIBILITIES

YOU ARE OUR MINISTERS OF HOSPITALITY OUR OFFICIAL HOSTS AND HOSTESSES!

You have accepted a ministry that is absolutely essential to our Eucharistic celebrations. It is you who stretch your hand in welcome, whose smiling eyes meet those approaching the entrance, whose arms often provide a hug that warms our sisters and brothers so that they might listen to the Word and receive the Lord.

1. **Please** arrive at least 20 minutes early when you are assigned. In the Liturgy Room check off your name on the schedule and take a Greeter's medallion to wear.
2. Please stand **in front** of the doorway to the main body of the church to pass out the Gather books and greet the people as they come to Mass. We need your smile and cheery "hello" to greet our brothers and sisters. This is your main responsibility. When the liturgical procession gets in place, please ask people to wait in the Gathering Area until the procession goes down the aisle. Close the doors to the Gathering Area after the opening prayer. After Mass begins, you may assist people in finding seats.

While you are greeting people, enlist **6-8 people** to bring forward the gifts to the altar and **6** children to help with the collection. Give each child one of the Collector buttons from the little basket on the bookcase. Ask the adults and children to come to the back **AS SOON AS THE PRESIDER RISES AFTER THE PERIOD OF MEDITATION FOLLOWING THE HOMILY.**

3. During the first two readings, count the number of people in attendance, including children who leave for Children's Liturgy of the Word and those people sitting in the chapel. Record that number on the proper sheet in the Liturgy Room. **This is an important task. Please be as accurate as possible.**
4. **Presentation of the Gifts - DURING THE PRAYERS OF THE FAITHFUL**, hand out all the gifts to the people and have them prepared to follow the Cross Bearer as soon as the Offertory music begins. Make sure all gifts are taken – bowls, paten, cruet, and wine pitcher.
5. **Collection** – After the family has been given the gifts, distribute the baskets to the collectors. The Coordinators will help station the children. **After the gifts are presented to the Presider, the children should start the collection immediately, working from the front of the church to the back. Please try to have the collection completed before the Eucharistic Prayer begins.** Make sure all sections of the church are collected, including the Chapel, standees, and Gathering Area. Give the collection baskets to the Coordinators. **Please note that the Presentation of the Gifts and the Collection are the busiest times for the Greeters.**
6. After communion, place a supply of Bulletins on the tables at each side entrance and on the table in the main aisle. After the recessional, pass out the Bulletins in the Gathering Hall as the people leave.
7. After the liturgy, please stay to straighten the books in the pews and re-shelf any stray Gather Books. **After 11:30 Mass, please be sure that the Gather books in _____ the bookcases in the Gathering Area are neat and orderly. Also, turn the bookcases back against the walls.**

8. Please feel free to sit down if and when you have the opportunity during Mass.

9. **PLEASE REMEMBER TO GET A SUBSTITUTE IF YOU CANNOT KEEP YOUR ASSIGNMENT.**

It is very difficult for the Coordinators to function without you!

THANK YOU AND GOD BLESS!