

GREETER GUIDELINES

Updated 07-23-22

1. Pick up a schedule of the greeters. The schedules are printed in the bulletin and website.
2. Always check the schedules to see when you are assigned. If you are unable to greet, it is **your responsibility to arrange for a substitute**. You can refer to your list of greeters.
3. Arrive at church **25 to 30 minutes prior to Mass**. Sign-in upon arrival; there is a coordinator's sheet located in the sacristy. At the 6PM Mass, the outdoor lights need to be turned on if needed.
4. Please wear a Greeter/Usher pin (found in the drawer in the Sacristy).
5. Unlock and open all church doors. Check to see if Sacristan has turned on lights; turn them on if not yet done.
6. It is important to be very conscious of welcoming our faith community and newcomers. A smile can go a long way! Welcome each person/family with "Good Evening/Good Morning," "Thank You for joining us this evening/morning," "Welcome," "Good to see you," etc.
7. If needed, help should be offered to senior citizens and people with a handicap. Please inform Father or the Deacon if someone needs communion brought to them in the pew.
8. There should be one greeter for each church entryway; if weather permits, outside and hold the door open for our attendees.
9. The inside doors to the vestibule should be closed when Mass begins; check with Father if the weather is nice.

Please Note: There is no telephone in the sacristy; please use a cell phone if there is an emergency. It is a good idea to make notice of someone in the congregation that knows CPR in the event their help might be needed. Be familiar with location of the fire extinguisher. We hope you will continue to share your ministry of greeting with our parish so that we can worship God with great love and reverence. THANK YOU!

*A list of Greeter/Ushers is in the vestibule, in the bulletin and on the website.