

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
 - c. Main entrance doors should be opened toward the inside of church
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. Families with children receiving the sacraments may offer
 - b. About 5 minutes prior to the start of mass, if no one has volunteered, please ask someone
 - c. Greeters may want to mention the following to the gift bearers:
 - i. The offertory will include **four** gifts:
 1. Ciborium with the hosts
 2. Jar of wine
 3. **Prayer Intention book** (a child can easily carry the book)
 4. **Offertory collection** (a child can easily carry the basket)
 - ii. When the family presents the gifts:
 1. The priest will first give the ciborium and wine to the servers to take to the altar
 2. The priest will then take the Prayer Intention book and offertory basket and place them on the table in front of the pulpit (Prayer Intention book on the podium, offertory basket on the shelf below)
4. Provide assistance as needed:
 - a. Be especially mindful of those who need additional assistance - the handicapped, elderly, and parent 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. During the Mass, if you notice anyone becoming ill, please do what you can to help them.
 - e. Do not 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. **After the entrance procession, prepare the gift table:**
 - a. Remove the podium and place it on the bench by the collection baskets
 - b. Put the Prayer Intention book, ciborium with hosts and jar of wine on the top of the table.
6. **After the homily**, move the gift table midway up the center aisle
7. Take up the collection: Four (4) greeters are needed for the collection of the gifts
 - 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, wine and Prayer Intention book
 - a. Take the gift table out of the center aisle after the gifts have been brought forward.
 - b. If the offertory gifts happen to be taken up before the collection is completed, a greeter should take the basket up and place it on the shelf under the Prayer Intention book.
 - c. *Note: If the person who opened church forgot to set bulletins on the bench by the collection baskets, one of the greeters will need to go to the sacristy to pick up bulletins*
9. After Communion, the greeters should return to their respective exits to distribute bulletins and any other handouts.
10. Please make sure you open both 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.
 - ii. **A Lost/Found Box can be found in the Main Lobby Entrance.**
 - b. Replace the missalettes to the holders and end of the pews
 - c. Replace all kneelers to the upright position
 - d. Put a supply of bulletins in the wooden holder on the east side exit door (outside)
 - e. Windows stay open during the summer months
 - f. All doors should be closed