

INSTRUCTIONS FOR THE GREETER MINISTER AT MASS



Thank you for volunteering to be a greeter minister for the people of Saint Joseph Catholic Church, Issaquah. Your ministry is an important component of the community we are called to be. Please be assured that the whole community very much appreciates the service you provide.

BEFORE MASS

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| <p>1.</p> | <p>Home Preparation</p> | <ul style="list-style-type: none"> • If you have any scheduling conflicts, it is your responsibility to find a replacement. Please do this no later than a week in advance. The contact list of names and numbers will be sent out to all Ministers with each schedule. • On the day of your assignment, take some time for quiet prayer. As you pray you may want to remember the parish community you are preparing to serve. • In addition to preparing yourself spiritually in prayer, it is also helpful to prepare your appearance. Dress properly to reflect the dignity of the ministry in which you serve. Avoid any attire that brings attention to you. |
| <p>2.</p> | <p>Arrival</p> | <ul style="list-style-type: none"> • On the day you are scheduled to serve, it is important that you arrive in ample time, no later than 15 minutes before the Mass is scheduled to start. This will allow you to not feel rushed and provide you the opportunity to center yourself in the presence of the Lord. It is important to greet people at both the main and side entrances on the upper level. When only one greeter is available, the greeter should welcome people at the side entrance and encourage EM's to take greet people at the front entrance, so they can be ready for prayer with the presider before Mass. • Please sign-in in the sacristy workroom when you arrive. • All ministers are encouraged to check in at least 10 minutes before Mass, even if not assigned. Anytime under 10 minutes and the sacristan will start making replacements for no-shows or late arrivers. |
| <p>3.</p> | <p>Greeting and Welcoming</p> | <ul style="list-style-type: none"> • Begin to greet parishioners, giving them a heartfelt, warm welcome! Please do not hand out the bulletins as people arrive; they will be given out as people depart. The bulletins will need to be kept out of sight and reach in the sacristy workroom on the credenza until the proper time. Please be |

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| | | <p>firm on this, as much consultation with the councils and committees went into this decision.</p> <ul style="list-style-type: none"> • Watch for elderly or disabled who may need assistance in entry to the church and seating or may need a listening device (found in the top left credenza drawer in the sacristy workroom). Bring these people to the attention of the ushers who can help seat them. • Be sure to watch for new parishioners or visitors (they are not difficult to spot as they typically are looking around as if they are there for the first time). Be sure to give these folks a hearty welcome and offer them a registration card and introduce them to as many others as you can. In many ways you are our front-end sales persons! • Please join the assembly as Mass begins. • At special holy day Masses, as at Christmas or Easter, greeters will be asked to be responsible for turning on the lighting to various levels, and working with the Liturgy Committee, putting together a clear plan as to which lights to turn on at which times. |
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AFTER MASS

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| 4. Offer Bulletins | | <ul style="list-style-type: none"> • Immediately after Mass, return to the entrances and offer a bulletin to all those leaving. |
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Thank you for the kind service you provide to our community as a greeter.
May God abundantly bless you for your service!

Notes & Suggestions