

St. Theresa Ministry of Hospitality -

Greeter Guidelines

Contents

Greeter Detailed Duties

*Come, you who are blessed by my Father.
Inherit the kingdom prepared for you from the foundation of the world.
For I was...a stranger and you welcomed me...*

*Then the righteous will answer him and say,
'Lord... when did we see you a stranger and welcome you?*

*And the king will say to them in reply, 'Amen, I say to you, whatever you did for one
of these least brothers of mine, you did for me.' Matthew 25:34*

Ministry of Hospitality: Greeters Guidelines

Scheduling

Register in the MSP (Ministry Scheduler Pro) application and use it to request assignments or a substitute. Reminder notices and other information about assignments comes through MSP. Please cooperate by using this app. All the liturgical ministries (lectors, Eucharistic ministers of Communion, servers, musicians and sacristans) use it to help us manage scheduling for Masses. It is a big job since fully staffing four weekend Masses means more than 100 slots to fill and communicate about.

BEFORE MASS

Greeter Attire

A neat and reverential appearance is in keeping with the greeter's role as a visible example of welcome and hospitality. Dress as for a job interview. No t-shirts please! Slacks or skirts are acceptable, no shorts please. Closed toed shoes are appropriate, no flip flops.

Report 20 minutes early

Arrive at least 20 minutes early to prepare and be ready as people come in.

Put on badge

Wear your Greeter badge to be identifiable to guests, other parishioners and the celebrant.

Pray before Mass

Dedicate your service to God and our parish with a short prayer before your duties begin. Say the Greeter's Prayer (extra copies of the prayer card are in the Ushers' and Greeters Guide book in the back of the center section.)

Check entry area condition

Check assigned entrance area before Mass for cleanliness and tidiness. Fix what needs to be straightened up.

Check bulletin supply

Be sure there are bulletins at the entrance. Check with ushers for more.

Check registration packet supply

Be sure there are at least two New Parishioner Registration Packets at each entrance area. There may be more at other entrances.

Check in with Usher Captain

The Usher Captain has the list of sign ups in the back of the church and can let you know about any special instructions.

Found Items

Any personal or valuable items should be placed in the vesting sacristy in the drawer with the money bags. Leave a note that includes today's date, name of person who found it and where in the church it was found. Place other found items (jackets, gloves, books, etc) in the basket near the elevator on main level.

AS PEOPLE ARRIVE

Welcome people

Ministers of hospitality should be at each of the entrances of the church. They should avoid congregating in only one area of the church, as well as speaking with their fellow ministers to the exclusion of those who are gathering for the liturgy.

Greet everyone

Greet everyone with a warm smile. -- Especially children.

Use names if possible

Greet people by name if you know them.

Provide directions

Provide directions to the restrooms, children's mass/liturgy etc. when requested.

Notice visitors

Look for people you don't recognize and offer your name and to answer questions.

AFTER MASS

Farewells

Return to assigned post to thank people for coming. Greet people by name if possible. Seek out those who don't look connected.

Bulletin back up

Hand out bulletins if there is not an usher at the door.

Reverence & conversation

Be sensitive to people who are praying and encourage group conversations to move away from that area.

Return Greeter Badge

Return your name badge to the container in the back of the church.