

Ministers of Hospitality

Greeters/Ushers

St. Andrew Greeters

2014

The greeter is often the first person whom worshipers meet when they arrive at church. The greeter thus has the responsibility to represent the rest of the assembly in offering hospitality. A warm smile and a word of welcome that reflects God's love can help all worshipers enter more easily and more fully into the celebration the Eucharist.

- The greeter should be at the doors of the church 30 minutes before Mass begins to welcome and assist with any needs of those entering church.
- One greeter should check with the Sacristan at least 15 minutes before Mass to see if there are any special instructions for that Mass.
- Greeters should avoid standing in groups and conversing among themselves.
- Every person who enters the church should be recognized by a greeter.
- Greeters need to seat parishioners as the church fills, until the Assembly is seated for the First Reading. After that, those present must stand in the vestibule area.
- Greeters should know where the first aid kit is kept in the church should there be a need for it.
- Greeters should know where supplies like toilet paper and paper towels are stored should someone report that these are missing in the restrooms.
- Greeters facilitate the collection of offerings from the faithful. This also includes a second collection each Sunday. Check in the Sacristy about Holy Days.
- Greeters facilitate the bringing of the bread and wine and the offerings to the altar. Greeters need to find a family to bring up the gifts if no one has signed up before Mass. Please let the Sacristan know the family name so it may be entered on the Prayers of the Faithful to be read at Mass. After the gifts have been handed to the presider, all bow and return to their place in church.
- 2 Greeters retrieve the baskets containing the offerings of the faithful; the one from in front of the altar along with the second collection, at the conclusion of the Mass and proceed to the Sacristy. The collections are placed in the appropriate bag and given to Father. If time permits, they may be sorted according to envelope color and monetary denominations before putting the collection into the appropriate bag.
- Greeters should pass through the church following Mass to make sure that kneelers are in an upright position and song books are in their place and any tissues or papers are discarded. This will provide a welcoming environment for the next group of parishioners gathering for Mass.
- 1 Greeter will be needed to help with the direction of Communion in the back of church.
- Inner doors should remain closed when at all possible, and outer doors should not be hooked open prior to 5 minutes before or 5 minutes after Mass.