

7/3/2017

### Instructions for Greeters

Thank you for agreeing to be a greeter(s) at St. John's. The Greeter creates the first impression on both our parishioners and our visitors. Please try to make all guests feel as if they are being welcomed into your home.

**Time:** Please arrive 30 minutes before Mass. Continue to greet up until the processional begins or feel free to sit down five minutes or so before Mass begins.

#### Responsibilities:

- 1) We ask that there be at least one person at each of the two front doors of church. Feel free to stand back to greet people as they enter church. ***You need not open the doors for people entering.*** We have learned that in previous years when Greeters helped open the doors, people have commented that it may throw persons entering a little off guard.
- 2) Greet those you know by name and take a moment to introduce yourself to visitors.
- 3) Please ask visitors to sign the guest book.
- 4) Answer any questions that a guest may have including where the restroom facilities are located.
- 5) Remember that as a Greeter you make the first impression of our parish on visitors.

#### Miscellaneous:

If for some reason you are not able to greet at your scheduled time, please:

- A) Call a substitute from the quarterly Liturgical Calendar that you have been provided;
- B) Ask a fellow parishioner that you see at church; or
- C) If you are unable to find a substitute please call the Greeter Coordinator listed on the quarterly Liturgical Calendar.

***Thank you for accepting this ministry!***