

St. Matthias Greeter Ministry
Procedures - May 2014

Mission

Greeters are the face of the parish and the official host or hostess of the parish. They present a feeling of welcome to all members and guests of the parish. They perform that important function by personally welcoming each person in a warm and friendly manner before the beginning of Mass and also answering questions. In many cases, a Greeter is the first person a member or guest may interact with when arriving for Mass providing an opportunity for the Greeter to help their encounter with Christ in the Mass begin on a positive note.

Things to Know and Procedures to Follow Before Mass:

- Review the Monthly Schedule for Greeters and report on the scheduled dates
- Wear appropriate attire for Mass
- Arrive at church as least 20 minutes before the scheduled start of Mass
 - If you cannot attend your assigned Mass, please arrange for a SUBSTITUTE
- Reserve a seat using a reserved sign in the Ministers room
- Ensure that the entrance doors are opened to welcome all people attending mass
 - Depending on the weather conditions, either open outside doors and greet people in front of them or keep the doors closed and greet parishioners as they enter the Narthex
- Greeters should assume a position at the side of the entrance so as not to obstruct the flow of people
- Greeters should personally welcome all people entering the church by greeting them in a friendly and welcoming voice and possibly a friendly hand shake
- Do not let personal casual conversations distract you from greeting people entering church
- Be familiar with where parish enrollment forms are placed in the church entrance
- As the Mass is about to start, close front doors and be seated