



Greeter Ministry Manual

Let mutual love continue.
Do not neglect hospitality, for through it
some have unknowingly entertained angels.
(Hebrews 13:1-2)

Introduction

Thank you for your commitment to this very important ministry at St. Timothy's.

The greeter has the opportunity to impact the lives of current members, as well as visitors, by being the first contact for everyone as they join us in our worship services. As a greeter, you set the spiritual climate by presenting a joyful attitude, making others feel welcome, accepted, recognized, and comfortable, and expressing God's love through Jesus Christ to all attending.

Sign Up and Scheduling

There are three greeter coordinators – one for each of the Mass times. They will be your primary contact for this ministry. You can expect them to assist you with any questions and support as you get started and continue in the role of a greeter.

The *eventual* goal for scheduling is to have a rotating team for each Mass during the month. It is anticipated that you will be assigned to greet once per month, however, you can always fill in if there is a need and you are available. If you cannot fulfill your scheduled time, please let the greeter coordinator know ahead of time. Until this scheduling procedure is enacted, please be sure to sign up in the book in the back of church for any and all liturgies at which you are able to help.

Important Principles

- You are the first loving expression everyone will meet as they enter our church building, which sets the stage for people to be open to life change. People will be more or less receptive to the community depending on how they were made to feel on the way into the church.
- Your biggest goals are to:
 - Encourage those attending
 - Eliminate awkwardness for visitors
- Remember to put yourself in their shoes, rather than them needing to fit into “our church shoes.”
- Bring yourself to the ministry by being authentic to yourself. You are a gift to this community so let yourself shine.
- Everyone ought to receive a smile and a word of welcome. A smile disarms people and boosts their confidence. A word of welcome is common courtesy. If initiated by the person attending, return their handshake as this might be the only loving touch that person receives in their week.
- We are all a part of God's family. We all have a story so provide a safe, sacred and welcoming place for others to feel they belong here.

Expectations of the greeter

- Dress simply, neatly and appropriately as a greeter
- Arrive at the church 20 minutes before Mass
- Check your name off in the greeter book
- Prepare yourself spiritually before you begin to greet. If other greeters arrive at the same time, you can share a brief prayer with each other before moving to your designated door.
 - *For example: Heavenly Father, we thank you for those who have been called to the ministry of welcoming and directing people into the worship service at St. Tim's. May each of us enter into this time of service with a sincere devotion and great joy and a clear appreciation of the importance of showing everyone God's love through our hospitality. Bless all who enter into your presence today. Amen.*
- Wear a greeter name tag (located in the back of church in the credenza)
- Determine which door to cover along with the other assigned greeters for that Mass. There should be at least four greeters at each Mass: one greeter at each of the four side doors – two greeters can be at each of the back doors (#2 and #3) as more people enter through these doors than the front doors (#4 and #5).
- Greeters may stand outside the doors, but should move indoors in inclement weather.
- Greeters should assist the ushers with inviting people to bring up the gifts – discuss with the ushers to avoid duplication of efforts. There is a printed card describing what they need to do when bringing up the gifts to make it more of a positive experience.
- Display a servant's heart, willing to always serve anyone, no matter how big or small the request.
- Lovingly and cheerfully extend heartfelt greetings of welcome to everyone as they enter the church building and set the atmosphere for worship by spreading the joy of the Lord.
- Assist persons with special needs in entering the building and direct them as needed. Offer to open the door and guide them as appropriate.
- Be receptive to answering questions – especially from visitors who may need to know where the restrooms are located, etc.
- As it gets busy, be sure to make personal contact with everyone who enters and limit the time spent with those people you already know.
- Stay at your assigned door at least until Mass begins or when there is no one else in view coming to the church door.
- Place your greeter name tag back in the drawer before leaving church.
- Sign up for another Mass.

- **Gift Bearers:** The ushers and greeters will work together to find and invite a group of at least three people to bring up the gifts. These individuals do not have to be related or be a family. Some people may be hesitant because they don't know what to do. You can show them the laminated card that explains what they need to do. Add their names to the signup sheet and let the head usher know that someone has agreed to this task.
 - Ask them to come to the back of the church after the collection basket passes them. Explain that the monetary offering basket goes first, then the wine, and then the bread, which is the order that they hand the gifts to the priest or deacon.
 - If baptism or first Eucharist is to be celebrated at Mass, a minister or the deacon will give them further information. The family of the baptized or first communicant will be bringing up the gifts.
 - Ushers should only carry the gifts to the altar if no one else is willing or able.

Tips for a greeter

- Smile
- Make eye contact
- Fresh breath
- Take the initiative to greet those attending
- Personal warmth – look like you enjoy welcoming people
- You can say “Welcome” / “Good Evening or Good Morning” / “Thank you for joining us” or whatever feels natural for you.
- Use the person's name if they are known to you.
- Don't ask “Are you new?” or “Is this your first time at St. Tim's?” Instead you can say “I don't think I've met you yet, I'm _____” or “I don't believe I know your name, I'm _____.” This ministry offers you a way to get to know your church community.
- As a greeter, your job can be simple. Show the love of Christ and make everyone feel like they are part of our Church family. Seek to eliminate fear and encourage the love of Christ by showing the beauty of a smile when someone enters our church doors.