



Christ the King
Parish
Reading, MA

Minister of Hospitality (aka Greeter)

06/26/25

MINISTRY PURPOSE:

- The Hospitality Ministry is a role of service to your fellow parishioners and our visitors. As the initial person a parishioner or visitor meets as they enter our churches, it is the responsibility of a Hospitality Minister to make a positive first impression, to make attendees feel welcome, and to possibly be the difference between someone returning to our churches or not. This is accomplished by cheerfully greeting people as they enter church for Mass and thanking them cheerfully and respectfully for attending as they leave church when Mass ends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cheerfully greet people when they enter our churches for Mass
- Pass out bulletins to those entering our churches
- Answer questions about our churches, parish, etc., if asked by one of the attendees
- Thank people cheerfully and respectfully when they leave church.
- Represent the Church as an ambassador.
- Ministers should only serve one ministry position per mass unless there is no one else available to serve one or other essential positions.

QUALIFICATIONS:

- Prior to serving - In our ongoing efforts to provide a Safe Environment for all and to comply with Archdiocesan requirements, all volunteers must complete an annual CORI (Criminal Offender Record Information) form. In addition, all those in Liturgical ministries, must complete a one-time "Protecting God's Children (PGC) Training.
- Ability to smile.
- Ability to speak to people warmly and cheerfully and make them feel comfortable, wanted and wanting to come back the next week.
- Be presentable and dress appropriately (this does not mean suits for the men and formals for the women. Also, it does not mean ragged blue jeans, cut-offs, and tank tops.)
- Open to adults, confirmed teenagers, and confirmation candidates.



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PHYSICAL PERFORMANCE ELEMENTS:

- Before Mass
 - Arrive 30 minutes before Mass
 - Report to the Sacristy and let the Mass Volunteer Coordinator know you are here
 - Stock bulletins in the door holders and on the table(s) at the main church entrance
 - Coordinate with the other greeters as to which door to cover
 - Cheerfully and warmly greet people as they enter church. If you know their name, then call them with it. Feel free to compliment them on their attire, dedication and perseverance for coming if it's an inclement weather day; maybe some accomplishment you learned about, etc.
 - Hand them a bulletin
 - Answer any questions an attendee might ask you
- After Mass functions:
 - Make your way to the door you greeted people at before Mass
 - Cheerfully thank the congregants for coming, wish them a great day/week, and make them want to come back the next week
 - Use their name if you know it.

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this ministry. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.