

St. Clare of Assisi Catholic Church

Liturgical Ministry Guidelines

Greeters

Fr. Jim Deiters, Pastor
Stephen Eros, Director of Liturgy and Music

Revised August 2021



*Where two or three are gathered in my name,
there am I in the midst of them.*

Matthew 18:20

General Information

Arrive 30 minutes before Mass begins and sign in on the iPad kiosk near the sacristy. Grab one of the magnetized greeter badges. Please remember to return this before leaving church that day!

New schedules are made up approximately every three months and are distributed via email. You will receive an email from the parish office explaining how to navigate our ministry scheduling software. Ministers who do not have email will be mailed a schedule.

Appropriate dress is expected of all liturgical ministers. Remember that the Mass is a “wedding feast” and we should dress as such. Jeans, t-shirts, clothing with flashy logos or graphics, immodest clothing, and the like are not allowed.

*We show hospitality to each person who enters our church
because we recognize the face of Christ in them.*

*Through our hospitality, we show them Christ’s love, as he
welcomes all his children to the Sacred Banquet.*

Overview of Procedure

The greeters stand in the gathering space **in front of the concrete just by the doors to church** to distribute worship aids and greet parishioners and visitors as they arrive. The ministry of the greeter is targeted toward guests who have never been to our parish before and new parishioners.

Some examples of how greeters can help our guests...

- Directing guests toward the coat racks in the hallway
- Pointing out our restroom locations
- Offering a welcome packet, found on the bar-height table in the gathering space
- Encouraging guests to browse our bulletin boards for current events happening in our parish
- Encouraging guests to check out the parish library
- If there is coffee and donuts or another event after Mass, extend an invitation for the guests to attend
- Wheelchair assistance: ask an usher for a wheelchair; point out where the buttons are for the automated doors.

Think of this ministry as part of the “face of the parish” for our guests and new parishioners. Always greet people with a friendly smile and inviting posture. They should feel comfortable asking you questions.

Obviously we can't expect all greeters to recognize every guest that walks through the front door. Some visual cues such as people browsing our facility or not interacting with other parishioners are good ways to spot visitors.

If a guest asks a questions you don't have the answer to, please find the nearest usher or “seasoned” parishioner who might be able to help. This above and beyond gesture sends a great message to our guests and new parishioners.