



Liturgical Ministries: Greeter Guidelines

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I. Arrival at Mass

Greeters should arrive 30 minutes before Mass to sign in. Please show up if you have been scheduled for a Mass. If you cannot attend on a day that you have been scheduled, it is your responsibility to find a sub. Please be respectful of the Eucharist and the Ministry – do not wait until the Sunday that you have been scheduled to find a sub. All Liturgical Ministers need ample time to prepare to serve in the Eucharistic celebration.

II. Dress Code

Greeters should dress neatly, in a way consonant with the dignity of their role. Good taste and common sense are the best guides in this area; *please avoid wearing shorts or tank tops*. Appropriate dress is a sign of the reverence the minister has for the Eucharist and for the importance of the ministry.

III. Directions for Greeter

Before Mass begins:

- a.** After signing in, please assist with the setup of the songbooks and bulletins.
- b.** Ensure that the clicker (for counting), the gifts of bread and wine, and collection baskets are all present in the lobby.
- c.** Be knowledgeable of where the bathrooms are inside the church. You will inevitably have someone ask you.
- d.** As students arrive for Mass, count them individually by pressing the button on the clicker. Only count students and not the older townspeople or families.
- e.** Greet individuals warmly and cheerfully, "Hello, welcome to Mass!" Make eye contact and smile.
- f.** Hand individuals a songbook/bulletin as they approach you.
- g.** Ask two students arriving if they would like to assist in taking up the collection and bringing up the gifts. Encourage them to do so even if they have never done it before. You will instruct them on what to do, and have them proceed to the lobby during the Prayers of the Faithful. Please find these two gift-bearers before it gets too crowded in the lobby, preferably 10-15 minutes before Mass begins.

During Mass:

- h.** Once Mass begins, remain in the lobby to continue greeting any latecomers. You may take your seat in the assembly right before the First Reading.
- i.** During the Prayers of the Faithful (intercessions), proceed to the lobby to convene with the gift-bearers.
- j.** Hand each of the students a collection basket. Here are their instructions for you to give, if they've never done this before:
 - 1.** The students will process to the front of the Altar. They will bow slowly in front of the Altar to show reverence.
 - 2.** Then, starting with the first row, the students will hand the collection basket down the row, each on their respective side.
 - 3.** The students will walk toward the back, row by row, ensuring that the basket is continually passed backwards.
 - 4.** After the final row on their respective sides, they will proceed back to the lobby.
 - 5.** Take their baskets and hand one student the bread, and the other student the wine. You will combine the two collection baskets into one.
 - 6.** The two students will walk slowly with their gifts toward the Presider at the front of the Altar. You will follow them with the collection.
 - 7.** After they each hand their gift to the Presider, ask them to bow one more time before the altar, and then they may return to their seat.
 - 8.** After the Presider has received the gifts of bread and wine, you will place the collection basket underneath the altar. You will make one final bow before the Altar and then you may also return to your seat.

After Mass:

- k.** If you are available, please assist in tidying up the songbooks in the lobby. If you are greeting at the 4pm Mass, and there is a 6pm Mass later that evening, the songbooks and bulletins need to be set up again.
- l.** If you are greeting at the 6pm Mass, the songbooks and bulletins need to be separated, and the songbooks put back in their crates.

IV. Importance of Greeting

Although it is every CCM member's responsibility to make sure the entire assembly feels included in both the liturgies and in the Catholic faith community, it is part of a Greeter's mandate as a "visible liturgical ministry" to model inclusiveness in the church environment. Inadvertently, Greeters (and other members of the assembly) can sometimes make others feel like religious and social "outcasts." Sometimes they are so busy catching up with friends coming into church that they miss an opportunity to say a welcome to the one they don't know. Hospitality ministry is about inclusiveness, attending to the needs and comfort of others, and minimizing distractions and challenges so that members of the assembly can more easily surrender themselves to the transforming presence and action of God.

Another consideration for the hospitality ministers (Greeters) is that they are not simply welcoming people to a social gathering. Their welcome helps form the members of the assembly into the one Body of Christ. Their ministry is far more than a social welcome. The heart of it concerns helping the assembly become Church made visible, gathered around the visible Head, Christ. This is why there can be no outcasts—we are all members of the one Body of Christ.

V. Tips for Greeters

Here are ten tips to keep in mind as you greet people at Mass. Many of them might seem like no-brainers, but it never hurts to step back and remind ourselves of some of the basics. After all, your ministry is the first that people see as they arrive for Mass.

- 1.** Come to Mass with a good attitude. Enthusiasm is infectious! You will probably be the first person that others will see as they enter the church, so you are extending God's love toward them and setting the tone for their experience at Mass.
- 2.** Dress appropriately.
- 3.** Smile. Everyone loves a good smile.
- 4.** Make eye contact. That one-on-one connection makes people feel that they are truly being noticed.
- 5.** Take initiative and greet. Be cheery. Say "Hello, how are you?" or "Welcome to Mass!"
- 6.** If you see someone you know, please don't strike up a conversation. You may miss an opportunity to greet someone who has never been to Mass at Elon before, and first impressions are everything. If that person feels alienated, we may never see that person again. Instead, ask your friend to catch up with you after Mass.
- 7.** Find the two students for the collection and gifts sooner rather than later. That way, you can concentrate solely on greeting when the rush of people come in right before the beginning of Mass.
- 8.** Try to ask new students for the collection and gifts each time you are the scheduled Greeter. This allows for more people to be involved in Mass. Always remember to introduce yourself.
- 9.** Instruct the gift-bearers well in what they are to do. No one likes being asked to do something without proper instruction. If you need assistance in explaining their roles, please ask the Presider or another staff member.
- 10.** Have fun. This is a great ministry for you if you are outgoing and like meeting new people. Most importantly, you're inviting people into the Body of Christ, and what a wonderful task that is.