

REVISED GREETER PROCEDURES: (\*indicates new/revisions)

Note: every Sunday there is confession half hour before each mass in the chapel. Please read the bulletin so you know what's happening because you are the "go to" person as people enter mass.

\*Arrive at least 20 to 30 minutes prior to the start of Mass

\*Check in and be sure to pick up a basket and take it to your seat. Captains will solicit additional greeters ten minutes prior to the beginning of Mass so it is important for them to know who is in attendance.

\*(If you are not on the schedule, check in any way so that the captain knows if additional greeters are needed, you are available.)

If you are unable to fulfill your assigned time, please notify the captain of your Mass. You are still asked to find a replacement to fulfill your obligation.

Note: You are the host/hostess at God's house. Your face should express your pleasure at being here and welcoming all those who come. "Pleasantly" escort those standing to a seat. This can be done up to the time the priest sits for the first reading.

Father Peter does not want families split up in order to obtain seats. You should pleasantly request those seated with empty seats around them, to allow you to seat others. This does not mean they have to move, but allow those newcomers to be seated. Thank the seated parishioner for cooperating. Remember to smile always. Confrontations should be avoided at all costs. Remember we are inviting not insisting.

\*Be in position to start passing the basket when the music starts. Note: as soon as the priest is at the stairs, the procession must begin. "Pleasantly" pass the basket and face forward to the Cross during the collection. Count each person in the pew on the first Sunday of the month. (This includes children, those standing in your section.)

To avoid traffic confusion at this important part of the mass, the main doors entering the church will not be used by the returning children.

Eucharistic Gifts: As soon as the Priest is down the stairs, the gifts should be brought up. To accomplish this, have the gifts with the ceremonial collection basket, in the hands of the individuals carrying the offering. It is uncomfortable to have the Priest waiting any longer than necessary.

Note: Holy Communion is never distributed in the rest room or the lobby. The exception regarding the lobby is if there is an over-flow of people on Easter or Christmas.

**Money Bag:** Captains should prepare the money bag prior to the start of Mass. Print your name then initial after the money is in the envelope. As the envelope fills up, use another envelope so they will fit in the safe. Remove as much air as is possible. All bags are numbered and must be used in numerical order. If a bag is damaged or destroyed, DO NOT discard. Put it in the safe with the other bags. Tear off the top strip and place this in the bag along with the money. If you use a pencil to put holes in the envelope, after placing the money inside, compress the air so the envelope fits in the safe. Captains should rotate those greeters participating in the banking of the offeratory money. Do not use the same greeters each and every week.

Glass doors should remain closed to keep air conditioning in the Church. When the children are going to the Priest for their blessing, prepare to begin distributing bulletins. Doors should remain closed until the priest arrives at the doors leading into the vestibule. At least two greeters should be at the main doors and a minimum of one at each of the side doors. We do not encourage early departure but if people leaving desire a bulletin, give it them.

**Emergencies:** \*Greeters should carry their cell phones on them (in silent mode) in the event of an emergency. Call 911 if you see someone in distress. Do not leave it up to that person to make the decision, better to be safe than sorry.

**Housekeeping items:** Be vigilant; keep eyes and ears open for any irregularities or issues.

In the event there is liquid on the floor, visit the utility room and use a placard over the spill to avoid someone slipping or falling.

**Holy Days of Obligation:** \*Baskets are to be passed. Greeters should volunteer at the Mass they are attending in the event there are no official greeters scheduled.

**Parish Missions:** baskets are to be passed on the last night. Greeters should notify the captains at the service they are attending, to see if help is necessary.

Recruitment of additional greeters is always welcome but new rules insist that new recruits be fingerprinted (at their expense) and trained in the Safe Environment Class. Prior to beginning their ministry. Both Safe environment training and background check should be completed before beginning this ministry.