

MINISTRY OF HOSPITALITY

GUIDELINES FOR GREETERS

1. Assignments will be on the back of the monthly parish calendar.
2. There will be at least two Usher/Greeters assigned to each Mass. In addition a Greeting Team will also be assigned to greet and take down the gifts at the offertory. This Team will be comprised of a minimum of 4 people and could be a family, two couples, small faith group, etc.
3. Arrive 20 minutes early. Be ready to start greeting 15 minutes before Mass.
4. Pin on the Greeter badge. Badges will be located in a basket near the check-in sheets for easy access. Please return badge to the basket after Mass.
5. The area just inside the first set of doors is the usher/greeters area. The area by the main church oak doors is designated as the Greeting Team location.
6. In a friendly manner, smile and offer your greeting. Please greet everyone you can, not just those you already know or who are the most out-going.
7. Some parishioners may not feel comfortable shaking your hand. We request that you respect their desires. Or perhaps you might not feel comfortable in extending your hand. In that case, a simple greeting like “Good Morning!” is always appropriate.
8. If you are aware that someone is new to St. Benedict’s please show them where the parish information display case is located in the Commons. If they wish to sign up as parishioners, offer them a newcomer’s book and registration form.
9. At the Offertory, the assigned Usher/Greeters will report to the back of the Church to help the church ushers with the collection.
10. The assigned Greeting Team will assemble in the back of the church during the preparation of the gifts as the ushers come back with the collection baskets. The ushers will hand the gifts to the Greeting Team and when the celebrant is ready to receive them, the Greeting Team will process down the center isle and wait for the celebrant to take the gifts from them. At this time they will receive a blessing and will then bow and return to their seats.
11. The Greeting Team needs to be available to anyone in need of assistance for 5-10 minutes following Mass.
12. If you are unable to greet at your assigned Mass, please find a substitute.