**Greeter/Gift Bearer Responsibilities (updated 9.23.2019)**

A Greeter is the first and last face a parishioner or visitor sees. His/her positive *first impression* can’t be under-estimated, because it sets the tone for participants’ celebration of Mass.  **Not only does the greeter “officially” welcome someone into our Newman home, s/he helps them find a comfortable spot for worship and assists them in case of an emergency. Greeters leave a *lasting impression* by thanking parishioners for coming to worship! The ESSENTIAL ROLE of a GREETER is much more than handing out worship aids!!**

**Here are the primary responsibilities of a GREETER:**

* **W**elcome! Greeters are ministers of hospitality.  After you sign in (clipboard in the Sacristy), put on your greeter vest (which will be in the server’s closet near the elevator), and take a panic button; be sure to go out of your way to tell people how glad you are to see them. **You should be at your station 20 minutes before Mass, and remain there until the Gospel reading.**
* **E**mergencies: Greeters are responsible for the safety of our parishioners.  Please put the panic button around your neck after you sign in.  We are going to purchase vests so that our Greeters are more visible - and more easily sought out in case of an emergency; it would help if you sat close to the entrances.  **Review safety notes (below).**[[1]](#footnote-1)
* **L**ead people to their seats, especially at busier Masses (9:00am).  **At the 9:00 Mass there are 3 greeters assigned to each entrance – one greeter can handout worship aids, while the other two can open the doors and help parishioners find a seat.**
* **C**all 911 for medical emergencies; the panic button is for the police.
* **O**ffering - basket logistics for Preparation of the Gifts; go over the protocol for $$$, hosts, and wine.
1. After the GENERAL INTERCESSIONS, take the baskets to the front, all bow as a group and then distribute baskets—when doing the main aisle baskets *pause* for a few seconds to make sure the *pattern* [at least 3 rows] has been established.
2. Gather the baskets at the end of the pews and empty them into the large oblong basket with a green liner in the back of the chapel. Baskets need to be collected from the “crying room” area and the “choir loft” area at the offertory collections and replaced at the end of Mass to prepare for the next Mass.
3. For the Preparation of the Gifts, the presider stands in front of the altar while 2 gift bearers and 1 greeter walk forward. All bow together; the gift bearers present the wine and hosts, and the greeter presents the food and money.[[2]](#footnote-2) All bow together; the gift bearers return to their seats and the greeter handles the monetary offering.
* **M**ary Ellen is the point person if you're short of worship aids!  She'll happily run more if there's a need.
* **E**xit: During announcements, return to the front and back entrances to hand out bulletins. Leave people with a good feeling and make sure to tell them that you were glad to see them! After all are on their way, walk through the church to pick up stray worship aids/bulletins. If there’s another Mass to follow, straighten bulletins and tidy up the entrances. If it’s the last Mass, please recycle worship aids in the large blue bin outside of Mary Ellen’s office. Weekly food donations can be gathered and placed outside of Mary Ellen’s office.

**ODDS & ENDS: A FEW FINAL NOTES:**

* The automatic doors unlock mechanically at 7:30AM and lock at 10 PM.  As soon as the Greeters arrive if the doors are not unlocked then unlock them. Locking the doors should be the last thing done by the Greeters after the Saturday Vigil Mass and after the 11.15am Mass (or after 8.30pm if that Mass is happening).
* Please open the wooden doors 5 minutes before Mass starts and can be closed when the priest processes in. They should be opened during the closing hymn so the congregation can disperse easily.
* The glass doors are not to be propped open as it disrupts the efficiency of the air conditioner system.
* The speaker volume in the “crying room” area can be turned up or down using the knob on the wall to the right of the wooden doors on the east side.
1. SAFETY NOTES:

	1. The **PANIC BUTTON** is used to summon police,
	2. Call **“911”** for a medical emergency,
	3. The **AED defibrillator and FIRST AID KIT** are located on the wall near the copy room, opposite Cherie’s office near the State Street entrance.
	4. Please fill out an Incidence Report (which is required by the Diocese of La Crosse) if you had to call “911” or the police.
	5. T**here are supplies for cleaning up vomit messes and a wheel chair in the room across from the Sacristy.**
	6. If there’s a **weather emergency**, alert the presider so that he can direct everyone to the lower level. [↑](#footnote-ref-1)
2. MONETARY OFFERING: The presider will touch the “monetary offering” and the greeter will proceed to the Sacristy, met midway by another unrelated greeter. The two will take the money to the Sacristy, put the offering in a money bag, and deposit the bag into the safe. [↑](#footnote-ref-2)