**Greeter/Gift Bearer Responsibilities**

**(updated August 8, 2017)**

1. **The primary role of the greeter/minister of hospitality is to act as host for the liturgy**. A good host is prepared before the guests arrive, so he or she can be fully attentive to them. While hospitality is the task of the whole assembly, you are the first line of hospitality. **We ask that you wear nametags (which are available in small baskets at each entrance) so that you’re recognizable as someone who can be of assistance!**
2. **It is absolutely vital, then, that you be at the doors and ready to receive people no later than twenty minutes before the service is to begin**. Actually, you will likely need to arrive five or ten minutes before that to get the behind-the-scenes details out of the way.
3. **Start by “signing in” on the clipboard in the sacristy**. Check in with the pastor or minister coordinator if there are any changes to the normal shape of things. At the 9:00 and 11:15 am liturgies you should also place a large basket both at the foot of the altar and at the gifts table for the children’s offerings for WAFER. You should also check the supply of worship aides and acclamation cards at both entrances, as well as the number of bulletins for the end of the liturgy.
4. **We schedule FOUR greeters at each liturgy**. Only in the case of an emergency should you ask a member of the assembly to fill in for a missing comrade. **Your most important task, then, is to be your most cheerful self**—warmly welcoming those who are entering our HOME for celebrating the Eucharist (but be careful not to converse too loudly), giving to each the worship aid for the day, answering any questions to the best of your ability. Try not to get too engaged with people that you know, lest you leave other folks unattended…and **please help folks find a place to sit if there’s a full assembly! If they’re timid, you may have to act as an USHER and physically walk them to an available seat**. During the “pre-game” we hope that those assigned to be gift bearers at the 5:00 pm, 9:00 am, and 11:15 am liturgies will alert you to their presence. Currently, at the 7:00 pm liturgy, presenting the money offerings is the task of the greeters.
5. **Stay at your station at the doors a good long while after the liturgy begins (at least fifteen minutes)**. When the liturgy begins at least one of you will stay at your station until Father/Deacon begins to read the Gospel. People will continue to need assistance. Sit by the entrances so you can still be of assistance to latecomers, people with questions, and in case of emergencies. This will also have you close for your next thing—managing the preparing of the gifts.
6. **Be the very model of a good worshipe**r. Listen, respond, sing. Bring baskets (smaller baskets with cloth lining) to the front of each section of pews and kindly ask people in the first pew to begin passing them back, zig-zag fashion, toward the front entrance of the church. After you start the baskets from the front of the church, go to the back of each section to receive them.
7. **As the baskets with the monetary offerings find their way to the back, gather them into a larger basket.**

Place money in money bag, put it in the basket, and bring up during Preparation of the Gifts.

1. If there are GIFT BEARERS, order them accordingly: WAFER gifts, money gifts, and finally the bread and wine. **If there are NO GIFT BEARERS**: It will take at least two people to bring the gifts forward (though any number over that can be involved … even family members who are not carrying something can be part). Perhaps you will need to recruit a member of your family, a fellow parishioner, or an usher to assist if you are less than the number required on a given day.
2. When the presider is standing in front of the altar he is ready to receive the gift bearers who can come “all in a bunch,” or single-file with a little space in between each bearer. The food for WAFER and money collection come first with the bread and wine bearers to follow, so that the presider ends with the bread and wine in his hands.
3. As we have been asking our readers to incorporate a bow in their procedures as they approach the altar (and all of us to bow before we all receive communion), it would be a good for gift bearers to wait for one another to hand over their treasures, **bow together** **(to the altar)** when you reach the sanctuary (before giving gifts to the presider), and then to **bow together (to the altar)** before returning to their places in the assembly.
4. **As the announcements are being made, return to your spot in the entrances so you can hand out the bulletin as folks are leaving**. Thank parishioners for coming by wishing them a GREAT day/weekend!
5. **After all are on their way, walk through the church and straighten things up**. It might be a nice thing to assist the greeters coming on for the next round by setting out the collection baskets and tidying up the worship aides. If you are serving at the last liturgy of the day (7:00 pm during the school year; 11:15 am during summer and winter break) please take the time to separate the “disposable” worship aides from the “non-disposable” acclamation cards.
6. **If you cannot make a scheduled date, please seek a sub and contact both Mary Ellen and Cherie**. **Please refrain from including Mary Ellen and Cherie on the batch file when you’re searching for a SUB; only contact them once you’ve found your replacement! I**f you are striking out, call Cherie at the office (784-4994) or email Mary Ellen at [maryellen@roncallinewmancenter.org](mailto:maryellen@roncallinewmancenter.org) to know what to expect. You will receive a reminder email each week; the schedule is also posted on the website, as well as the Roncalli Newman Liturgical Ministry Facebook page. Thank you!