

Guidelines for Greeters

Our Lady of Mercy Catholic Church
Aurora, Illinois

Questions?

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Thank you for serving as a greeter. It is easy to underestimate the impact you can make in this important ministry. For those visiting Our Lady of Mercy for the first time, you will help to form their initial impression of our parish. A warm smile and a friendly “good morning” will help visitors and parishioners to feel welcome.

Schedules, Substitutes and Dress

1. Schedules are made out three months at a time. Each new schedule contains a Family Ministry Sheet on which you may indicate days when you are unavailable. These can be dropped off at the parish office, placed in the collection basket, or you may e-mail the information to larryh@olmercy.com.
2. Once the schedule is published, it is your responsibility to find a substitute for any assignment that you cannot fulfill. A list of all ministers, including phone numbers and Masses for which they are available is provided with each schedule.
3. For dress, use the tennis shoe rule: If you could wear tennis shoes with your clothing, it's too casual.

Procedures

4. Arrive 15 minutes before Mass begins and sign in. The sign in book is located near the priest's sacristy. Please wear the “Greeter” badges kept with the sign in book.
5. Stand on either side of the opened center doors leading into the church and greet people as they enter. Look everyone in the eye and wish him or her “good morning/afternoon” (this isn't a ministry for wallflowers!).
6. You may present the gifts when you serve as greeters, or you may ask a family as they enter church. If someone else has already requested to present the gifts there would be a note to that effect on the bulletin board above the sign in book. Also note that during the season of Advent, the family lighting the Advent candles will present the gifts.

7. During the collection, the gift bearers should move to the rear of the church. The ushers will help you. The water and wine are carried first, followed by the patens of Hosts, then the collection. Hand the gifts you are carrying to the priest, and then step aside. After all the gifts have been offered, genuflect together and return to your seats.
8. Return the "Greeter" badges before you leave the church.

People Sometimes Ask...

9. The restrooms are located in the Northwest corner of the Narthex near the main doors. Additional restrooms are in the ministry room, the cry room and near the tabernacle.
10. The parish office is next to the church in the house where the priests live.
11. Parish registration forms and offering envelopes are kept on the table by the entrance to the priest's sacristy. The registration forms can be turned in at the parish office or put in a collection basket.
12. Bulletins are also located on the table by the priest's sacristy. The ushers will distribute them as everyone leaves.