

## *St. Ignatius Parish Guidelines for Parish Greeters*

As one of our Parish Greeters, you are the first person worshippers meet at they come to the week-end liturgy. You have the unique opportunity to be welcoming and caring to those who come to our Church. Thank you for taking on this task. I guarantee that you will find it enriching. Thanks for your ministry. The parish depends on you to help others feel welcome. It is an important ministry

Here are a few guidelines which will help you as a greeter.

1. Arrive and be ready to greet parishioners at least 15 minutes before Mass begins.
2. The greeter name tags are in the sacristy. You may take yours home with you if that is easier. If you want to keep it in the sacristy, return it at the end of Mass.
3. Sometimes there are people already in church even 15 minutes early. If there are song leaflets, please walk around to those already in the pew and make certain they have a leaflet.
4. As people arrive for Mass, say “welcome,” or something that makes them feel at home. Pretend that they are coming to your home. A big smile goes a long way.
5. Open the swinging doors for anyone who cannot manage.
6. Learn a few names. People generally come to same Mass so you will see them again.
7. Try not to visit at length with the other greeters. This is really difficult. Of course, visiting is fine as long as no one is coming through the door.
8. Return to the door at the end of Mass before the final song. Distribute the parish bulletin at that time. Many people will have already taken one. So, just wish them a good day.
9. Ideally, we would like the following:
  - Parker Street – 2 greeters
  - The Lawn Side door – 1 greeter, 2 at the 9:30
  - Fulton Street – at least 1 greeter per door.
  - Priority is the Parker Street door, so staff that one first. If there are 3 greeters or less, one per entrance. Double up if there are a lot of greeters. More is better. Just use your common sense.
10. If you cannot keep your scheduled time, please try to find a substitute. Feel free to do a different Sunday.

The roster of all Liturgical ministers is on the parish web-site:

[www.StIgnatiussf.org/a/lit\\_min.htm](http://www.StIgnatiussf.org/a/lit_min.htm)

Sign in: lit\_min, Password: chasuble

For questions contact Barbara St. Marie, 415-664-1803, bstmarie2000@yahoo.com