

Purpose

The purpose of this ministry is to provide a warm, accepting and friendly welcome to each person entering the Church of Saint Anne before every weekend Mass and all other scheduled events. This ministry is committed to help make every worship experience at Saint Anne's positive and spiritually uplifting for all those who respond to God's invitation.

Service Guidelines Greeters shall:

- Arrive 20 minutes before the service begins.
- Be prepared to provide assistance and direction to church facilities and information regarding church services. If questions arise, answer to the best of your ability. Refer to information in the church bulletin for schedules and events, as well as our web site, email, and office telephone number.
- Sign in on scheduled date in green binder located in the priests' vesting room, which is located in the rear of the church, adjacent to the crying room.
- Pick up a Greeter Badge and a *Reserved* sign (if needed) at same location.
- Place your *Reserved* sign on a space in a church pew.
- Take your place as a Greeter. Weather permitting, remain near the doors, opening them if this is manageable.
- Welcome each person entering for worship in a friendly, spiritual manner. Be **brief** in your greeting in order to interact with as many people as possible. Your contact may be more or less formal, whether verbal or eye contact, a smile, nod, or handshake. Do not be discouraged by a lack of response, as not all are familiar with this newest ministry at Saint Anne.
- Note that before each Mass, ushers select volunteers to present offertory gifts. If you should become aware of such volunteers, refer them to an usher.
- Refer people with special needs for communion to an usher, who will assist them with seating and notify a Eucharistic Minister.
- Be watchful to assist guests arriving for Baptisms to take place after the 4:30 and 11:15 Masses.
- Go to your selected reserved place during the opening song.
- On occasions when special items need to be distributed after Mass, please assist ushers.
- After 4:30 and 11:15 Masses, help vacate the church and close doors to the Gathering Space in preparation for Baptisms.
- Please return your Greeter Badge and *Reserved* sign to the vesting room.
- Support one another in maintaining a positive and spiritual attitude with a focus on parishioners and guests.

Greeter Stations

Ideally there will be two Greeters scheduled for each Mass. Family members of any age are invited to assist. Additional persons are always welcome to serve as Greeters, regardless of scheduling.

- Gathering Space
- Bottom of steps at parking lot entrance
- 14th Street entry doors

Scheduling

- Find the Greeters' schedule on line and in the accordion folder in the priests' vesting room, located in the rear of the church, adjacent to the crying room.
- The schedule includes a list of all Greeters and telephone numbers to assist you in scheduling substitutions.
- Please send an email to panderson@stannesbismarck.org if you wish to have a schedule emailed directly to you each month. Questions? Email or call Pat Anderson at 223-1549.