



Liturgical Commission

Greeter Member Position Description

Reports To:

Greeter Coordinator

Ministry Purpose / Objective:

To serve the parish by offering hospitality to visitors, newcomers, and parishioners at all liturgies and special events.

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Greeter Members:

- Serves as a greeter at a weekend liturgy approximately once every two to four weeks.
- Arrives at least thirty minutes prior to assigned liturgies and prepares worship space.
- Ensures that the doors between the church and Gathering Area are open for all liturgies.
- Confers with Liturgy Director and Presider for special instructions for that particular liturgy.
- Welcomes all members of the worship community.
- Assists any physically challenged persons by showing handicapped entrance and seating if needed.
- Provides information to visitors and new parishioners following all liturgies.
- Obtains coverage using the Greeter Directory if unable to serve at assigned liturgy. Notifies the Greeter Coordinator of any changes to the schedule.
- Assures that one greeter per liturgy is stationed at each entry door to open it and greet parishioners.

Special Activities:

- Attends an initial orientation/training session.
- Any meetings at discretion of coordinator.

Meetings:

- Attend annual ministry meeting.
- Attends additional meetings as necessary according to coordinator.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Liturgy Service.

Average Time (may vary):

2 hours/liturgy

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is friendly and outgoing.
- Is reliable and prompt.
- Is knowledgeable about parish offerings and activities in order to inform potential new parish members.
- Can follow simple directions.
- Is organized.