



Immaculate Conception Church Liturgical Guidelines

Greeters

We who are called to be ministers of hospitality are entrusted with fostering a sense of welcoming and belonging among those assembled at prayer. We are the first contact made with anyone who enters the worship space, and we represent the intent of the community to welcome and embrace all who come to share prayer...Our role challenges us beyond "greeting" to see in every person the face of the Lord. Ours is a direct service, often a physical one, as we open doors, smile a greeting, or lend assistance to those in need. We have the opportunity to be the hands of Christ to the living Body of Christ. We should approach our ministry with diligent preparation, and not be discouraged by those who ignore us or refuse our help. Be watchful for the ways in which we can help to foster the sense of family among all who worship and especially among those who are new to our community. Most of all, by our very presence, let us be examples of the Christian love which identifies us and binds us together. (Liturgical Ministry: A Practical Guide to Spirituality by Donna M. Cole)

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed in case you are needed to serve as a replacement. **Wearing of the liturgical color of the day is encouraged.**

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit all parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Scheduling is handled through the Ministry Scheduler Pro (MSP) App. This app is downloaded for free through your app store. Schedules are made at three-month intervals when you will be prompted to enter your unavailable dates. The

app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Minsters check-in at the kiosk located in the back of the church.



Photo 1. The Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk.* The MSP App will prompt you through the check-in process.
- B. *Second Collections List.* For Ushers.
- C. *Alert Messages for all Liturgical Ministers.* Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart.* To record number of people in attendance at weekend and special liturgies.
- E. *Lector Notes.* Lists which Readings(s) to use when there are options.

- F. *Liturgical Minister Codes*. For identifying which position a Liturgical Minister is serving.
- G. *Weekday Lector Schedule*. For those serving as Lector at weekday liturgies.



Photo 2. Shelf inside the LM closet door containing Greeters' name tags.

Day of the Liturgy

Preparation Prior to the Liturgy

1. The Point Person (an appointed Greeter who comes early to observe which Greeters are present in general, and specifically those who are scheduled, in order to be prepared to ask an appropriately dressed Greeter to fill in for a “no show” Greeter) should arrive **no later than 30 minutes before the liturgy**. All scheduled Greeters should also arrive **no later than 30 minutes before the liturgy**. Arriving in a timely manner puts other ministers at ease by knowing that you are present. It allows you to be calm and relaxed as you exercise ministry and models good preparation for all who attend the liturgy. Arriving late puts undue pressure on the other Greeters and affects your ability to be well-prepared and hospitable to arriving parishioners.
2. Only trained Greeters serve at a liturgy (excepting younger school-age children, who may be with a Greeter parent).
3. Check in using the Ministry Scheduler Pro Kiosk. The MSP App will prompt you through the check-in process. (Photo #1, Page 2).
4. Check the inside of the LM door for any Alerts (special instructions) that may be posted for Liturgical Ministers.
5. Retrieve your name tag from its storage place (Photo #2, page 3). It is important that you keep your name tag on until just before you leave the building. You are an identifiable person who can give assistance as needed until all have left. Once finished at the closet move away from the closet area so that other ministers can sign in and to avoid congestion.

6. After checking in, visit the Blessed Sacrament Chapel for a few minutes and ask God's blessing upon your ministry. Offer your ministry to the Lord before, during, and after the liturgy. The following is a suggested adaptation of the direction of intention by St. Francis de Sales:
Lord, I give you my actions and ministry. Help me to conduct myself in a manner that will give praise to you and will assist my brothers and sisters in their worship of your holy name.
7. Be aware of information available in the Gathering Area wall rack and displays, on credenzas and upcoming ministry event displays in case people inquire.

At Your Greeting Station

1. Assume your place next to the song book stands (or worship aid baskets when they are substituted for song books) at the doorway to which you are assigned (D1 or D2 on the assignment schedule). D1 is the front doorway leading from the Gathering area into the worship space and D2 is the rear door leading from the Gathering area into the worship space.
2. Music book racks should be in tidy readiness (see pictures, page 4) for you to pass to those entering the worship space. There is an extra book stand in the corner near the front windows of the Gathering area.
3. Younger children are not to hand out music books or worship aids alone. If children wish to minister, encourage and guide them to perform the entire ministry (for example, a smile and hello of greeting) and not just hand out music or worship aids.
4. If there are enough Greeters, one should stand near the enter/exit doors to open the door for those entering – especially for our elderly and disabled.
5. Greet each person or group with words of welcome and hospitality. Make newcomers, visitors, and parishioners feel welcome and a part of the community as soon as they enter the church. A warm and friendly greeting assures that everyone is welcome.
6. Some people attending the liturgy may be disabled. Direct them to the chairs located on either side aisle of the church marked with the blue disabled cloths, or to the front row of a section of chairs. Ask them if they wish to receive Communion at their seat. If they do, direct them to an usher so that the usher is aware of their need and will be able to show the EMHC where they are seated at the time Communion is distributed.
7. Be on the lookout for strangers, new parishioners, visitors, the disabled and the aged. They may need special attention.
8. Assist physically challenged persons as needed. Greet them in the same way as other members of the assembly. Be aware of the chairs on both aisle sides of the worship space that are marked with a blue cloth and the standard wheelchair graphic that indicates “handicapped”. Ask an usher to assist them to a chair, or to make room for their wheelchair if needed. Hearing aids can be obtained from Ushers.

9. If you notice parents with children from birth to 3 years old arriving for the 8:30 am liturgy, warmly inform them that our nursery is available at those times, except during holiday weekends, Christmas and Easter. If they do not know the nursery location, explain that it is in the De Sales Center, the building behind the church. Remember: It is always the parent's choice. If they choose to bring their children, we welcome them.
10. Acquaint newcomers with established parishioners and help introduce people to one another whenever possible.



Photo 3. Song books rolling rack stationed at each doorway that leads into the worship space of the church

- A. *Close-up of the preferred arrangement of the song books on the rolling rack.*
- B. *Visitors Envelopes, E-giving Cards and Growth and Development Fund Campaign envelopes are in the bin attached to the book racks.*

During the Liturgy

1. Remember that you are first and foremost a member of the praying assembly, and models of participation. During the liturgy a prayerful attitude should be maintained. Greeters should respond to the prayers and dialogues of the presider along with the rest of the assembly and join in the singing.
2. Once the Gathering Song has begun, finish greeting and handing books to those still entering, move all books from the back of the rack to the front for late-comers and go to your seat in the assembly. The doors into the worship space remain open at this time.

At The End Of The Liturgy

1. Once the Song of Sending Forth begins, go to the doors. Be prepared to receive the song books from the assembly, and to stack them tidily in place in the same pattern they were in when you arrived, so that they are in place for the next liturgy (Photo #3, Page 5). Be available at each door to wish a pleasant “good-bye” to worshipers. Be slow to judge those who leave early. They may have a legitimate reason for leaving early.
2. Watch for any newcomers who wish to register. You may notice newcomers looking for materials in the Gathering Area. Do not wait for them to approach. Greet them, introduce yourself, welcome them to Immaculate Conception, and provide them with the Newcomers Interest Sheet (has "Welcome!" printed at the top of the sheet) located in the wall rack near the parish secretary’s window, beside the front entrance door of the Gathering Area. Ask them to take the sheet home, fill it out, and return the form as indicated, in order to begin the registration process. It is as important to be available to answer questions as it is to make newcomers feel a welcomed part of the Immaculate Conception community. If unable to answer a question, refer newcomers to the priest or have them contact the Parish Office. Staff phone numbers are inside front cover of the bulletin.

After the Liturgy

1. It is important that scheduled Greeters collect and stack books at the end of the service, leaving the book racks neatly stacked as shown in Photo #3, Page 5 for the next parish liturgy. Remove any song books from the kitchen entranceway and return them to the book racks. Be careful not to stack the books too tightly, since it causes the binding to pull away when taking a book. Once the Gathering area racks are full, put any extra books neatly on the third rack which is in the corner of the Gathering area near the front windows. If there are worship aids, remove those that are too tattered and/or bent, stack the rest neatly and place them back into the worship aid baskets.
2. Check the church for materials left behind, taking them to the Volunteer Room to place in the Lost and Found container. If there is an item that appears to be valuable (e.g. jewelry, watches), give them to the presider who can give them to the parish secretary to place in a safe place in the event that someone comes to ask for them.
3. Spot clean the Gathering area for materials which can be disposed of in preparation for the next assembly which will use the church for worship. Tidy the Name Tag table if it is a Nametag Weekend.
4. Return your name tag to its drawer in the LM closet.

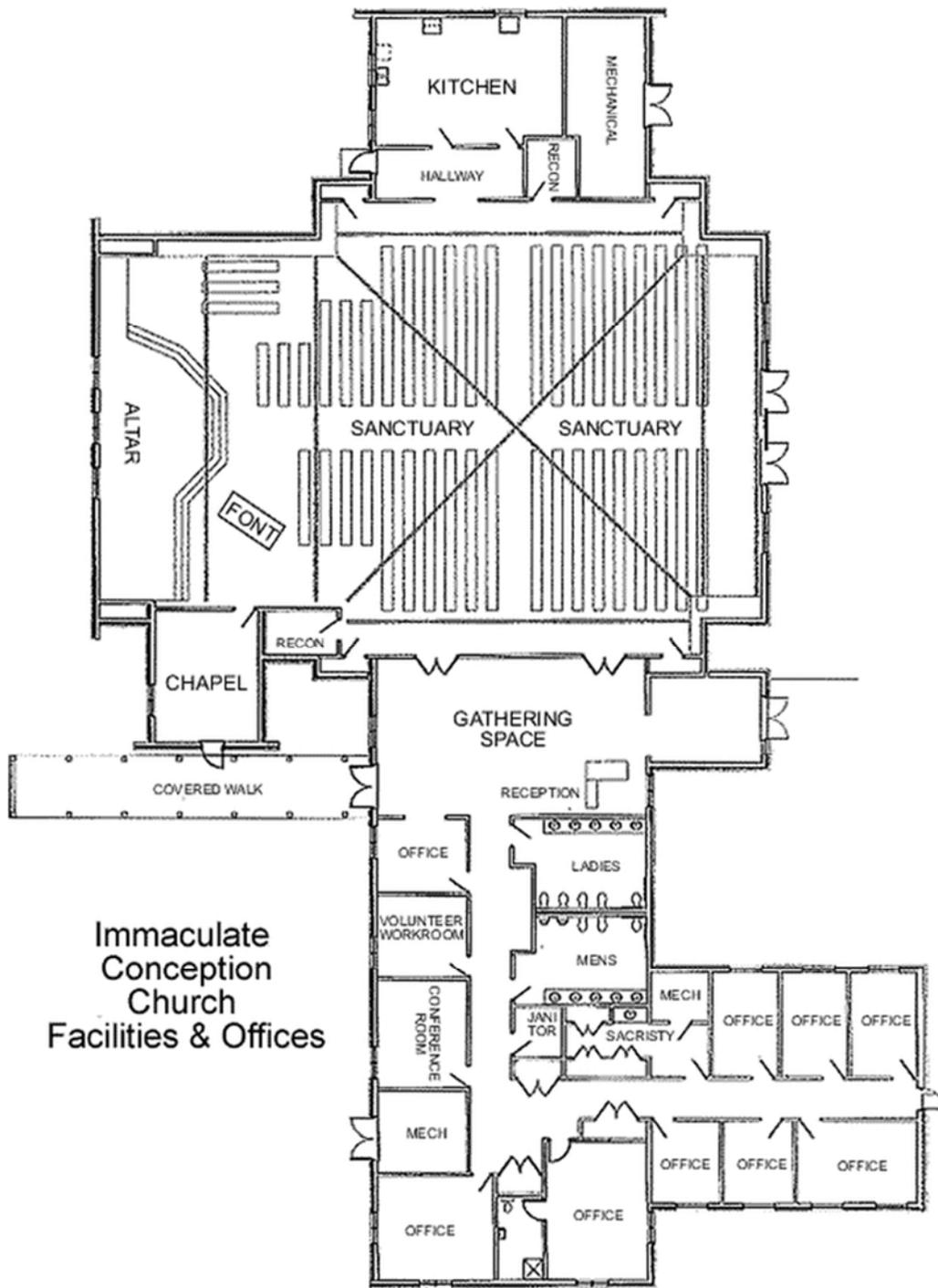
Immaculate Conception Church Campus

Church Building

- **Parking.** Upon entering the church property, in front of the church, at far side of the church building. Designated areas of parking and “no parking” are to be respected, as well as parking for the handicapped.
- **Blessed Sacrament Chapel.** Inside the worship space, front left. Doorway is beneath the red Sanctuary lamp which hangs from the ceiling and marks the near location of the tabernacle containing the Blessed Sacrament.
- **Conference Room.** Front hallway of the office wing, third door on the right.
- **Exits:**
 - Front Gathering area doors
 - Rear Gathering area doors
 - Door near the kitchen
 - Doors at rear of worship space
 - Rear door at end of back office hallway
- **Kitchen.** Entrance is inside the worship space, on the far wall across from the Gathering area, through the open, double doorway. Kitchen doorway is off the little hallway there.
- **Pastor’s Office.** Back hallway of the office wing; as you turn the corner, first office on the right.
- **Reconciliation Room.** Inside the worship space, on the far wall across from the Gathering area, to the right of the kitchen doorway.
- **Restrooms:** Front hallway of the office wing.
 - Ladies’ Room is first door on the left.
 - Men’s Room is immediately after the drinking fountains on the left.
- **Sacristy.** Back hallway of the office wing, first doorway to your left.
- **Volunteer Room.** Front hallway of the office wing, second door on the right.

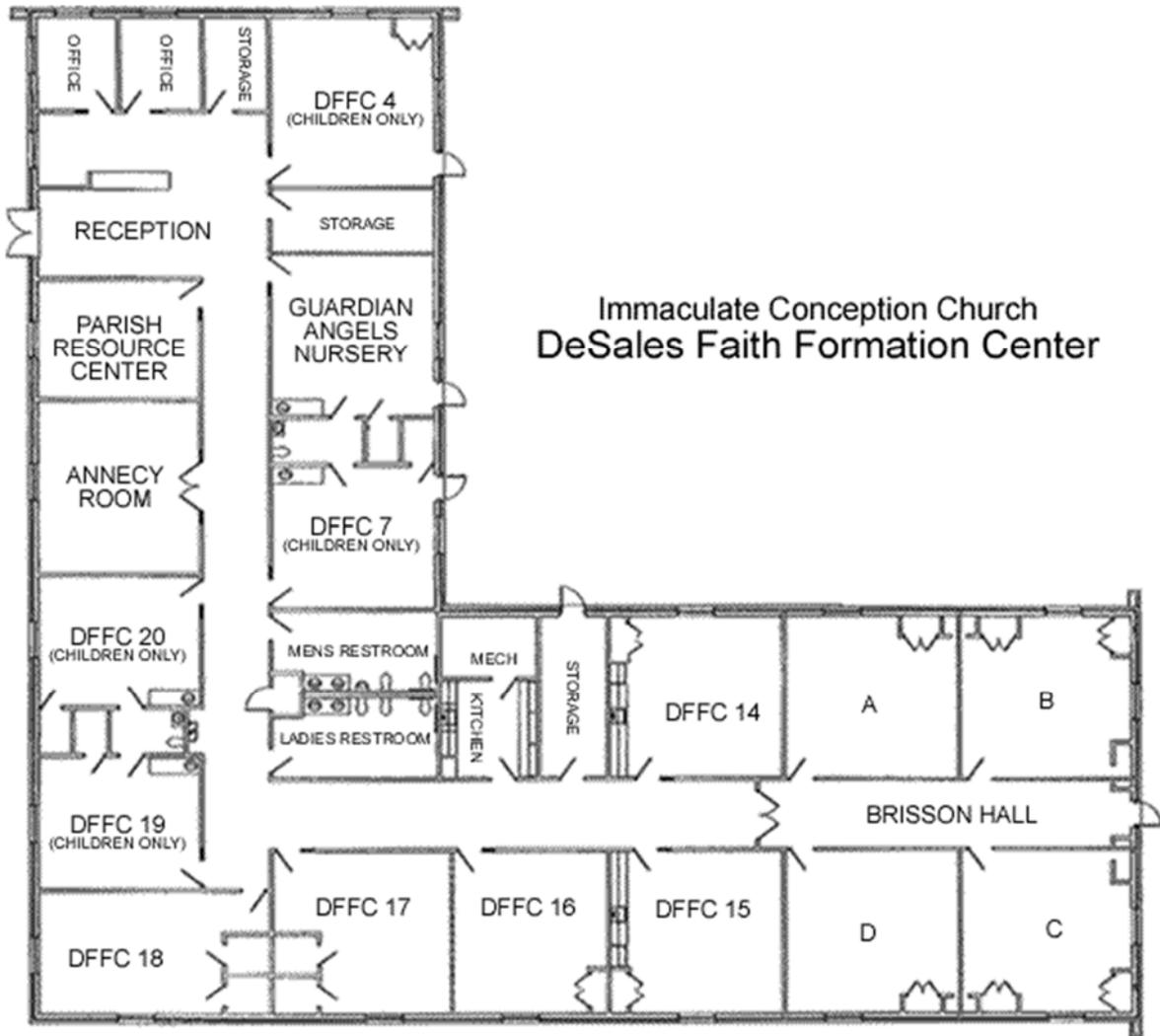
De Sales Faith Formation Center

- Building across from the rear courtyard behind the church building.
- Become familiar with the location of the:
 - Nursery
 - Faith Formation classrooms
 - 2 Kitchen Rooms
 - Restrooms
 - Annecy Room (lounge setting)
 - Brisson Hall (for larger Faith Formation events, with the ability to be divided into small spaces with expandable divider walls)



**Immaculate
Conception
Church
Facilities & Offices**

Immaculate Conception Church
DeSales Faith Formation Center



Dealing with Emergencies

The motto of the Boy Scouts is “Be prepared”. It is a good one for liturgical ministers, also. True emergencies during the liturgy are rare, but it is important that we be prepared.

Emergency Medical Situation.

- A greeter or usher should immediately let the presider know so that he can ask for any medical personnel who may be present.
- If there is any question of the health safety of the parishioner an ambulance should be called (911).

Emergency/Safety Situation

- If there is an emergency situation with the building or any safety circumstance that would affect those gathered for prayer: 911 should be called immediately.
- The presider should be notified in order to make an appropriate announcement to the assembly.

Fire extinguisher Locations

1. On the wall immediately to the left of the front Gathering area doors
2. On the right wall before entering the rear Gathering area space.
3. In the far staff hallway, on wall across from Pastor’s office
4. Inside the worship space, on the far wall across from the Gathering area, to the left of the double archway
5. Immediately upon entering the kitchen, on wall to the left

Telephone Locations

There is no need to push buttons for outside line - just pick up and dial. (For 911 and local calls only)

1. On wall in office hallway, between Ladies’ and Men’s’ restrooms
2. Immediately upon entering the kitchen, on wall to the left

Items Found Near or In the Kitchen

The Kitchen is located beyond the worship space, opposite the Gathering area side, through the double archway.

- **First Aid Kit.** Located upon entering the kitchen, on the counter immediately to your left near the telephone. It is a blue plastic box marked "First Aid". This kit contains small items for basic first aid. More First Aid items can be found in the kitchen hallway, in the wall cabinet next to the door leading outside.
- **Defibrillator.** Located in the kitchen hallway, in the wall cabinet next to the door leading outside. The Defibrillator can be found inside the cabinet. There is a list

of trained parishioners who know how to use the Defibrillator on the door of the cabinet. Trained parishioners should be the first to provide assistance with this machine when needed. In the event there is not a trained parishioner available, the Defibrillator has basic step-by-step directions that any adult can follow.

- **Wheelchairs.** Located in hallway outside of kitchen.



About Our Pineapple: The pineapple was a staple of Indian feasts and rites. The pineapple was once an uncommon and coveted commodity. King Charles II of England designated receiving the pineapple as royal privilege and gift. In time, the pineapple became a symbol of Southern hospitality. For this reason, Immaculate Conception Church chose the pineapple as its hospitality emblem. When a new household is officially welcomed to our community, we present this symbol of hospitality and welcome.