

St. Charles Borromeo Greeter Guidelines

“...They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and rightly expected of them by God's people.

Consequently, they must all be deeply imbued with the spirit of the liturgy, each in his own measure, and they must be trained to perform their functions in a correct and orderly manner.” - Sacrosanctum Concilium, 29

- Lay ministers shall exercise only one ministry during a given liturgy so as to focus solely on their responsibilities for that ministry (*Sacrosanctum Concilium*, 28)
- Greeters shall arrive 30 minutes prior to Mass and sign in on the clipboard sitting on the bookshelf next to the corner door of the worship space.
- Finding Substitutes: If you are unable to serve, please log in to Ministry Scheduler Pro, find the service time you are needing a substitute for, and click the “request sub” link. All available ministers will receive the notification that a substitute is needed. The sub interested and available to take the spot will click the “volunteer” link. There is nothing else that needs to be done.
 - If for any reason you do not use MSP to find your sub, you will need to contact the Director of Liturgical Ministry with the change.
- Dress Code:
 - Lay ministers should be the best dressed members of the assembly. Think business casual or “Sunday best.”
 - Modesty: Shoulders, neckline, and back should be adequately covered. Skirts/dresses should be a modest length for bowing, genuflecting, and sitting.
 - Neither men nor women shall wear any type of shorts, jeans, athletic shoes, or other athleisure clothes.

Procedures

1. Once you have signed in on the clipboard, take the counter from the drawer around the corner of the narthex. Make sure it is set at zero, then as each person comes in, discreetly click the counter for every man, woman, and child that comes in.
2. As people are coming in, you should be positioned near the Divine Mercy painting.
 - a. If you see people needing assistance, you may push the accessibility button for them.
 - b. Direct people to the offertory box and bulletins.
3. When it is time for Mass to begin, you may stop counting, return the counter to the drawer, and write down the number of people on the sheet in the drawer. You may then take your seat for Mass.
4. In case of an emergency, there is a fire extinguisher, first aid kit, and AED located above or under the drawer where the counter is kept.

Thank you for your service to St. Charles Borromeo in this ministry. If you have any questions, please don't hesitate to reach out.

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