

St. Boniface Greeter Guidelines

A Greeter is often the first person that worshipers meet when they arrive at our church. The Greeters represent the rest of the assembly as they welcome and offer hospitality to everyone that enters the church. A warm smile and word of welcome that reflects God's love for them can help all worshipers easily enter and set the tone for full participation in the Celebration of the Liturgy. A smile, the ability to open doors, and a few handshakes are all the qualifications needed for this rewarding ministry.

- Greeters can be individuals, families or groups.
- Before Greeting, familiarize yourself with the location of the restrooms, cry room, Liturgical Ministers Room, the Blessed Sacrament Chapel and the Reconciliation Room, so that you can direct people if asked.
- When scheduled, arrive at St. Boniface at least 30 minutes prior to Mass.
- Check your name off on the schedule in the Liturgical Ministers Room, so the sacristan knows you're there, (turn left immediately as you go in the door, you'll see the schedule on the bulletin board).
- Near the schedule in the Liturgical Ministers Room, you'll see magnetic "Greeter" tags. Put one on, so you're clearly identified as a Greeter. Please make sure you return the tag to the room before you leave Mass.
- Greeters are posted at both of the main doors - if you're the first Greeter to arrive, you can choose where you want to greet. If you are the second to arrive, just greet at the other one!
- You can greet where ever you feel most comfortable - outside the door, by opening the door for people, or inside. The key is just to make everyone feel welcome.
- Smile, offer a friendly word of welcome and treat everyone with dignity and respect as they enter. Your interaction with them may only be for a few seconds, but it sets the tone for our liturgy celebration!
- A few minutes before Mass begins, please return your Greeter tag to the Liturgical Ministers Room and join the congregation for Mass.

Safety and Security Information

In case of an emergency, you may be the first person that needs to respond. Please be aware:

- 1) An AED is available if a person is having a Sudden Cardiac Arrest (SDA)/heart attack. The AED is on the wall to the left of the shelves that contain relics.
 - AED is an abbreviation for Automated External Defibrillator.
 - An AED is a portable medical device designed to analyze a person's heart rhythm and deliver an electric shock if needed.



- Here's what it looks like:

- 2) There is NARCAN available if a person appears to be suffering from a drug overdose. The NARCAN is on the wall to the left of the shelves that contain relics. It sits on top of the AED case. (Note: If the person has not overdosed, the NARCAN will not harm them.)

- 3) If there is an emergency requiring police, fire fighters or an ambulance, there is a panic button that calls 911 automatically. The button is covered with a plastic protective shield that must first be removed. It is located to the right of the doorway into the Liturgical Ministers Room, to the left of the fire extinguisher.



- 4) If you are approached by anyone before Mass requesting food, money or other items, please let the priest or deacon know. They will address the situation.
- 5) Our Campus Safety Coordinator, Mr. Chris Warren, is often available in the back of the church prior to Mass. He's a ready resource if you have any security or safety questions or concerns.

Please let us know if you have any questions, or if you ever have any suggestions for improving what we do.

Thank you!

Barb and Tim Harr, Greeter Coordinators

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