



# Greeters Ministry "Cheat Sheet"

## General Responsibilities

### Greeters

- Greet and welcome both parishioners and visitors.
- Hand out Church Bulletins to all who want one.
- Identify visitors and guide them with basics of church complex layout
- Usher everyone to Holy Communion
- Follow up with visitors, meet them after Liturgy to invite them to join you for coffee hour
- Introduce visitors to pastor and other church members.
- Make visitors feel welcome and offer to follow up with them with any questions they may have.
- Send thank you note to visitors
- Greeter Coordinator – Rita Gwinn – [greeters@stjohnd.org](mailto:greeters@stjohnd.org)

### Ushers

- Usher parishioners and visitors
- Coordinate all activities with greeters and church orgs to support Divine Liturgy
- Process Donation Payments
- Ensure that parishioners and guests do not walk in to church during reverent times
- Keep reverence and quiet in the vestibule
- Count monies received and put money in safe
- Usher Coordinator – John Haddad – [ushers@stjohnd.org](mailto:ushers@stjohnd.org)

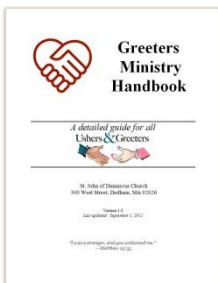
### Church Organizations

- Read Epistle each week
- Basket Collections
- Be available to meet and greet visitors after Liturgy

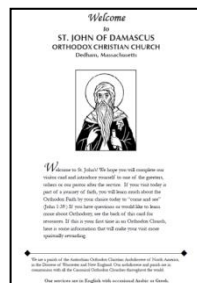
### Entire Parish

- Get to meet other parishioners you don't know
- Reach out to new visitors to make them feel welcome

## Various Literature and Reference



Greeters Ministry Handbook



Welcome Card



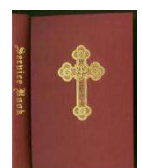
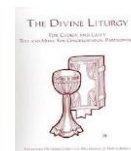
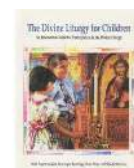
Visitors Card



Wooden Pamphlet Rack



Plastic Pamphlet Rack



Pew Racks

## Web site

- Greeters Ministry Web Site (Reference Material, Schedule for Greeters / Ushers / Church Organizations) <http://greeters.stjohnd.org>