



*Holy Spirit Parish*  
**Liturgical Ministry Guidelines**

**Door Greeters**

*Updated September 2017*

This is a Hospitality ministry. Yours will be the first 'face' someone coming into the building will encounter. The intent of this ministry is to offer a spirit of welcome and hospitality to all who enter.

Please arrive 20 minutes early. Highlight your name on the liturgical minister sign-in sheet in the Narthex. Pick up a nametag in the greeter folder by the sign-in sheets. Reserve a seat for yourself in church. Reserve signs can be found in the folder as well.

Position yourself at one of the two sets of doors - the north doors or the south doors. Hold the doors open for people as they arrive. Offer a word of welcome as they enter the building. If anyone needs assistance, be ready to help. Continue to open the door for people as long as there are a number of people arriving, even if Mass has begun. (This is why it is important for you to reserve a seat for yourself.)

*If you are unavailable for your scheduled week, please request a sub through the  
**ONLINE WEB TERMINAL.***

*Contact [Lisa Jessen](#) or [Roxane Kadrlík Chlachula](#) in the church office with any questions.*

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