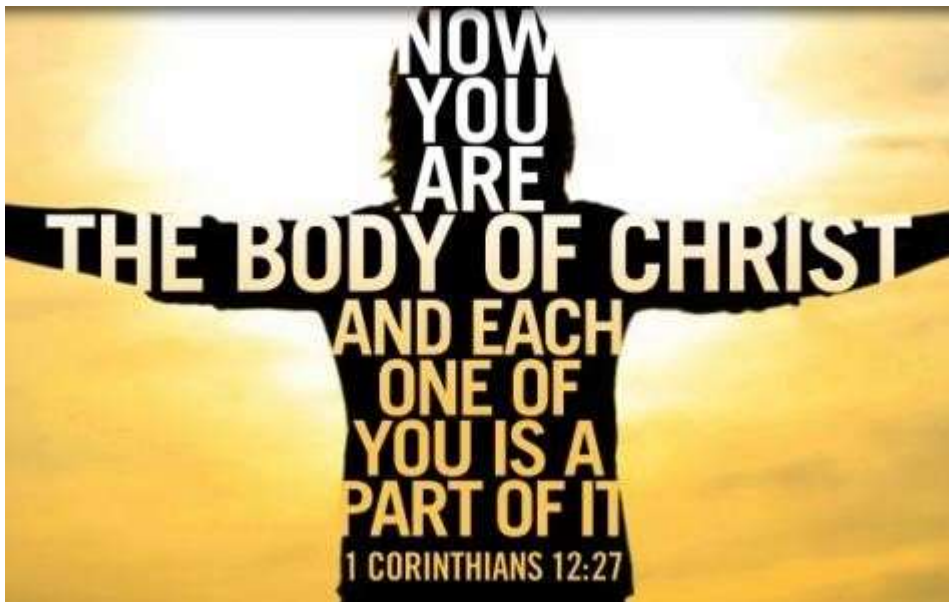


St. Michael Parish

Orland Park, IL

Handbook for Greeters

January 2022



“Good Ushers help build up the entire body of Christ, they are easy to identify yet do not draw undue attention to themselves. Ushers are not traffic cops; we are hosts who put a face onto the parish. The way we act should be consistent with the message of the scriptures:

Love one another, as God has loved you.”

(Guide for Ushers and Greeters)

This handbook is not meant to be all inclusive but can be an aid especially when Greeters from different Masses might be serving together, so that all are on the same page.

This handbook is titled for Greeters. However, from this time on, the term usher refers to Greeters as well. We are incorporating all that we have gained through the use of Greeters during the COVID pandemic. Our number one priority should be to

love one another. As Greeters, we show this love through our sincere welcoming of all who enter our church doors.

Every Mass will have a Greeter Captain. It is the job of this Captain to be sure that all functions of Greeters are fulfilled.

Greeter assignments will be:

- 1) checking the restrooms before Mass**
- 2) checking the holy water fonts at each door**
- 3) greeting**
 - a. a Greeter at every door greeting/assisting people coming in**
 - b. MUST be a Greeter at the 143rd St. door for people with disabilities**
- 4) finding seats**
- 5) finding gift bearers**
- 6) collecting donations**
- 7) bagging donations**
- 8) putting donations in the safe**
- 9) directing people to Communion**
- 10) keeping the aisles clear during the entrance procession and recessional**
- 11) checking the pews after Mass for bulletins and personal items left behind**
- 12) assisting with the safety of all**

Before Mass Begins

As parishioners begin to assemble for Mass, Greeters are often the first face of St. Michael Parish that each person encounters. Our Ministry is one of service to all who enter our building to celebrate the Mass. How we present ourselves can and does affect both parishioners and visitors. Greeting and helping all who come together to pray sets the tone for Mass. Will our parishioners feel that they are a part of this Body of Christ or not?

Let's look at it this way. If a ship started off on a transatlantic journey just one degree off course, by the end of the journey the ship would be hundreds of miles from its destination. In the same way our service can keep people on course for full, conscious and active participation at Mass. Our service can help them to recognize the face of Jesus right from the start as they enter the building.

We never know what might be on peoples' minds. We are not privy to the joys, hardships or sorrows they face. Many times, our simple "Hello" offered with a warm smile will lift them from their problems, at least for a while. Our greeting can set them on the right course so they can enter the celebration of Mass with an open and loving attitude. Who knows...our openness to them may be just what they need to be open to the movement of the Holy Spirit throughout the Mass. Being a humble, welcoming and loving servant to all who come to worship at St Mike's is our highest priority.

Communication to you as a Greeter comes in many forms: email, phone calls to the Captains and postings in the Greeters' room. For those who use email, please provide your email address to the Greeter Coordinator so that you will receive information via email. And then be sure to check your email on a regular basis.

When you first arrive at Church for your assigned Mass:

- **Put on your name tag and check in with your Captain**
- **Always check the Greeters' room for any information you may need to know for a particular Mass, such as reserving pews, taking up a second collection, finding preassigned gift-bearers, special processions, different entrance procedure, etc.**
- **Check for any sign-up sheets for upcoming special liturgical celebrations, and please try to serve whenever you can. Many hands make the workload lighter for all.**
- **If you normally serve on the North end of Church, where seating for those with disabilities is located, go to your post 10 to 15 minutes before Mass to assist those with special needs**
- **If you normally serve the center aisle, make sure people are chosen to bring up the Gifts at Offertory. . . and please, try to choose different people for this task each week.**
- **If you are a Captain, check that collection baskets are in place, reserved signs are up, if needed, or that other special needs are taken care of for a specific Mass.**
- **Even if you are not the Captain, check these things to make sure nothing is missed, especially if the Captain might not be in attendance.**
- **Check the holy water bowls at each door. If any are empty or dirty, empty them in the special sink in the sacristy (check with you sacristan for where this is). Wipe out or wash the plastic liner and refill from the holy water spigot in the back hallway or from the baptismal font.**

The Mass

“The purpose of the Usher is to ensure that the faithful who come together as one establish communion and dispose themselves to listen properly to God’s word and to celebrate the Eucharist worthily.”

(General Instruction of the Roman Missal, 46)

There is only one Mass and not thousands or millions of individual Masses said over time. The Mass is eternal, and we share in that one Mass with all the faithful who have gone before us for over 2,000 years and all those yet to come. We worship together with all the Angels and Saints in heaven as Christ makes himself present in the Word and the Eucharist. We, in truth, touch heaven, and heaven touches us in the Mass, for Christ and all those in heaven are present with us.

The Mass has four parts: The Introductory Rites, The Liturgy of the Word, The Liturgy of the Eucharist and the Concluding Rites. In the early years of the Church the Liturgy of the Word would take place in the synagogue. The faithful would then gather in a home to celebrate the Liturgy of the Eucharist. Eventually, as persecutions eased, the two parts of the

Mass were celebrated together in Churches. The Mass has been celebrated in this form since the time of the Apostles and can be clearly seen in the Acts of the Apostles as well as the writings of Church Fathers from the early centuries, such as Justin Martyr. Opening and Closing Rites were added as the Mass developed.

- **Greeters participate in the Mass with the rest of the assembly as they fulfill their role.**
- **When not busy with the duties of a Greeter, they pray the prayers, engage in the gestures and sing the songs.**
- **Greeters are very visible liturgical ministers. The way they pray and participate will be noticed.**
- **Lack of participation is noticed, too!**
- **Praying the rosary during the Mass is not appropriate. We are there to participate fully in the prayers of the liturgy. The rosary is a private devotion that is best prayed before or after Mass.**

The Introductory Rites: Gathering, Procession and Opening Prayers

The Procession at Mass dates to the Roman Era. The Romans loved Processions. The Church incorporated this custom into its liturgical celebration to lead many Roman's home to Christ. But the Procession is useful, too. It gathers us as one people who come to give worship, hear God's word, and offer the sacrifice of His Son...together.

The procession signals that something extraordinary is about to begin. Liturgists like to say that the entrance procession begins in our homes as we get ready for this important occasion, drive or walk to church, walk through the parking lot, up the steps and through the doors to our seats.

- **Greeters who are not seating people during the gathering of the assembly remain in the narthex to warmly greet the people, offering a smile, a few kind words, or other assistance that might be needed.**

The liturgical procession begins when an altar server bearing the cross of Christ leads the liturgical ministers and the priest to the altar. **Greeters allow for an orderly Procession by clearing a path from the doors to the center aisle.**

- **One Greeter remains by the doors until the Procession begins.**
- **Once the Procession has begun the Greeters keep any latecomers back for a few moments until the Procession has proceeded far enough into the Church that latecomers will not interfere with its progress to the altar.**
- **One Greeter remains in place along the back wall and another at the center aisle to ensure that there is a clear path**

- **Greeters should never “lead” the Procession but instead make a clear path and stand off to the side.**
- **Once all liturgical ministers are in the center aisle, Greeters close the main doors to the Narthex (to minimize distractions), leaving one side door open for latecomers.**

Mass begins with the Greeting, Act of Penitence, Gloria (except during Advent and Lent) and the Opening Prayer.

- **During this time, Greeters continue to seat latecomers**
- **Try not to bring undue attention to yourselves. Seat people as discreetly as possible**
- **Be kind and considerate as you ask members of the assembly to make room for others.**
- **And always smile!**

This can be a busy time for Greeters, yet our own souls also strive for holiness and an encounter with our merciful God. Pay attention and participate as much as possible. In the Act of Penitence our venial sins are forgiven, making it possible for us to approach the Eucharist with clean hearts. In the Gloria, we, to sing praise to God with the priest, people and all the angels and saints in heaven. Our participation bears fruit in our own spiritual life and it bears fruits as we become an example for those who come to worship.

The Liturgy of the Word

“For in the readings, as explained by the Homily, God speaks to his people, opening up to them the mystery of redemption and salvation, and offering them nourishment; and Christ himself is present in the midst of the faithful through his Word.”

(General instruction of the Roman Missal, 55)

“We come to mass first to participate, then to serve as an Usher. Our main task during the Liturgy of the Word is to listen. Our attention will be a good example to others. In this way we show respect for God and for the people who are hearing his divine word.” (Guide for Ushers and Greeters)

- **Once the readings have begun, Greeters should not walk in the aisles to seat latecomers to avoid distraction from the Word of God as it is being proclaimed. However, Greeters should be aware of available seating in their section and should, discreetly from the back of the church, point out those seats to latecomers. Some will find seating on their own. Others will prefer to wait until the congregation stands before the Gospel, or choose to remain standing during Mass.**
- **Full attention is given to the readings and not to ourselves or those trying to find seats.**
- **Stay out of the aisles once the readings have begun.**
- **Exceptions may be made for the disabled, elderly, injured etc.**

Once the readings have begun, the Greeters are generally inactive, and though distractions can and do occur as we attend to the needs of people, we are also called to participate as fully as possible in the Mass. The readings and Homily are followed by the recitation of the Creed. Together we reaffirm the doctrines of our faith. The Creed is followed by the intercessory prayers where we remember the needs of the church, the world, the sick, and the dead.

- **The last intercessory prayer will always be for those for whom the mass is being offered. During this prayer, Greeters, prepare for the collection and procession of the gifts, standing at the back of their assigned aisles with collection baskets in hand ready to approach the front of the Church as one for the collection.**
- **The Priest gathers up the prayers we have just offered with a prayer concluding the intercessions. He then sits down. This marks the end of the Liturgy of the Word and the beginning of the Liturgy of the Eucharist. The Greeters, led by the center aisle walk up to begin the collection.**

The Liturgy of the Eucharist

“I am the living bread that came down from heaven; whoever eats this bread will live forever; and the bread I will give is my flesh for the life of the world. Whoever eats my flesh and drinks my blood has eternal life, and I will raise him on the last day.” (John 6: 51, 54)

Chapter 6 of John’s gospel is very powerful. It has impacted the Catholic Church for over 2,000 years. It begins with Jesus feeding the multitudes through the multiplication of the loaves. We see Jesus calling his disciples to faith and then teaching them through the bread of life discourse. It is no accident these are put together as one Gospel with the feeding of the multitudes leading into the feeding of us all through the Eucharist.

The bread of life discourse is the longest discourse by Jesus in the Bible. Several times, in differing ways, he speaks of eating his body and drinking his blood to highlight the importance of this action and the profound gift he is giving us.

During Roman times, at the height of Christian persecution, the Christian community was offered a “deal” by the Romans; they could have their Mass (the early forms of Mass) if they eliminated the Eucharist. Many Christians, as we know, refused the deal. Many were charged with cannibalism and were put to death.

This scripture from John’s gospel was originally written in the Greek language which has more than one word for “eat.” In Greek, the word we translate as “eat,” means literally to gnaw and chew. The Greek is more powerful and conveys a deeper sense of what Christ was asking us to do in memory of him.

The Mass is eternal and timeless. It connects us with those early Christians. In the Mass, we participate in the same sacrifice that was offered once for all at Calvary. At each Mass we all partake of the one true sacred meal that has sustained Christians for thousands of years. The second Eucharistic Prayer dates to the second century. At Mass we experience the same prayers, the same Calvary and the same sacrificial meal being shared over thousands of years.

The Preparation of the Gifts

- As Greeters, we are very much in the public eye during this part of Mass as we take up the collection. However, the focus of the assembly should be on the preparation of the altar and the procession of gifts. Our ministry should be as transparent as possible.
- After the Priest sits down, the Greeters, as one united group, approach the front of the Church to distribute the collection baskets. The center aisle Greeter should lead. Each basket is simply given to the person in the front pew.
- Sometimes those in the front are not quite ready with their offering. Please use discretion. You may have to wait a few moments before they are ready to accept the basket.
- Once the baskets have been passed down a pew or two, simply return to the rear of the Church. There is no need to remain in the aisle for the entire collection. When the Church is full, the baskets will pass to the back without the Greeters' help. However, keep an open eye for problems.
- If the Church is not full, it is beneficial to have a Greeter remain in the aisle to assist the movement of the basket especially over empty pews.
- For those who serve the section with seating for those with disabilities on the North end of the Church, please assist them with passing the baskets before returning to the rear.
- Greeters serving in the center aisle invite the Gift Bearers to go to the back of the center aisle. Some will instruct the gift bearers before Mass to simply go to the back once the collection begins. Others will signal the gift bearers when returning to the rear after passing the baskets in the front. Either way is fine.
- At least one Greeter remains with the gift bearers to assist them, handing them the items to be carried to the altar. The focus at this point is on the gift bearers bringing the offering of the people to the Altar. If at all possible, Greeters should not be in the aisles as a distracting presence.
- Remember to collect and/or pass the baskets in all areas of the Church such as the choir loft and cry room. When the Church is very full, do not forget the people who are standing.
- Once the gift bearers are in place in the back of the Church, the Priest or Deacon proceeds to the foot of the Altar. This is the cue for the Greeters to send the gift bearers forward up the center aisle.

“Being asked to serve as Gift Bearers is a privilege bestowed by the assembly. The Gift Bearers are asked to speak for the assembly, in ritual and symbol expressed by their movement, the willingness of the whole assembly to enter into the sacrificial meal that we call Eucharist. Because the Gift Bearers represent the whole community, those asked to serve should reflect the diversity of the assembly. Seek out different groups of people when asking those to serve each week. Young families, Seniors, single people, teens, newcomers, visitors, those with different ethnic backgrounds.”

(Guide for Ushers and Greeters)

- **NOTE:** When seeking out gift bearers please try to find those who are appropriately dressed.

- **Before Mass, check in the Greeters' room to see if there is a special occasion being celebrated (ie Anniversary, Baptism, Boy Scouts, School Mass, etc.) or if the Mass is a special celebration in which gift bearers may have been chosen ahead of time. If that is the case, find the chosen gift-bearers or choose gift-bearers from those families or groups.**
- **Many times, Parishioners have requested that a Mass be offered in honor of or in memory of a loved one or friend. Sometimes they will ask the Greeters if they could bring up the gifts.**
- **It may be best to wait until a few minutes before Mass begins to choose gift-bearers in case any of these special circumstances arise.**

To protect those who handle the monetary offerings, procedures have been developed by the Archdiocese and need to be strictly followed.

- **All collection baskets are brought to the center aisle.**
- **In the gift bearer table numbered bags and a sign-out sheet will be found.**
- **All collection proceeds are placed in one or more of the numbered bags.**
- **With two Greeters present, the corresponding numbers on the bags are written on the sign-out sheet, along with the other required information.**
- **Pay careful attention to the numbered bags being used.**
- **The sign-out sheet is then returned to the gift-bearer table.**
- **Bags are to be sealed while still in the back of the Church.**
- **TWO GREETERS then take the bags to the Sacristy without leaving the Church until you are at the front Holy Family door and place them in the safe.**
- **It is extremely important than no one person is ever left alone with the collection proceeds until they are put into the safe.**
- **The Captains at each Mass ensure that all Greeters serving at their Mass are aware of these procedures, the sign-out sheet, where the safe is, etc. and all are given an opportunity to help in these areas.**

Christmas, Easter, or other special celebrations involving collections in other worship spaces outside the Church will follow the same procedures.

- **On occasion there is a second collection.**
- **Notice of a second collection is posted in the Greeters' room, during the week before the collection, emails will be sent out to all Greeters notifying of the second collection, and the Captain of each Mass will be informed.**
- **To eliminate the need for one Greeter to carry four baskets to the front, it is suggested you put one set of baskets on the floor next to the front pews before Mass begins. Second collections are taken immediately following the first collection**
- **The priest will advise the assembly as to the purpose of the second collection.**
- **Please allow the first collection to go down 3 or 4 pews before starting the second collection. Often, the second basket moves faster than the first, so be alert that the collections are not mixed up.**
- **It is important to keep the two collections separate both during collection and during bagging. Separate bags and sign out sheets are provided for the 2nd collection.**

The Consecration

*“Holy, Holy, Holy Lord, God of power and might, heaven and earth are full of your Glory, Hosanna in the Highest.
Blessed is he who comes in the name of the Lord, Hosanna in the Highest.”*

These very familiar words we all recite or sing right before the Consecration of the bread and wine. The words come from scripture. In Chapter 23 of Matthew’s gospel, Jesus is at the end of his ministry here on earth. He has been tested by the Pharisees and scribes; he has taught and shown who he is. Yet they refuse to believe in him. He now denounces them in no uncertain terms and with very strong language. *“Jerusalem, Jerusalem, you kill the Prophets and those sent to you, how many times I yearned to gather your children together, as a hen gathers her young under her wings, but you were unwilling! Behold, your house will be abandoned, desolate. I tell you; you will not see me again until you say, “Blessed is he who comes in the name of the Lord.”* (Matthew 23: 37-39). These are the very words we say before the Consecration at each Mass where we see Jesus again, each time we celebrate the Eucharist—His full, real presence—body, blood, soul, and divinity.

- **During this time of the Mass there are no duties fors.**
- **Even though at times we may be finishing up with the collection procedures, returning to the Church etc., all Greeters should strive to participate in these moments as fruitfully as possible. If you are taking the donations to the safe at the Consecration you should stop and kneel (on one knee) for the Consecration.**
- **Not only will others witness our example as we try to enter deeply into these mysteries, but our own souls will grow closer to Jesus.**

What seems so common-place for Catholics—our celebration of the Mass—is the greatest of all things we do here on earth. Jesus is God and through the Mass, particularly the Eucharist, we become one with Christ when we receive him worthily. Heaven is union with God, with Christ, and the Holy Spirit for all eternity. Through the Mass and the Eucharist, we are in union in heaven with the Trinity and all who have gone before us in faith, and we ourselves enter into heaven. We touch heaven and heaven touches us. We participate with Christ in the heavenly banquet that he celebrates for all eternity. This is the essence of the Mass, and the gift Christ gives us at the Eucharist.

Communion

“Communion is a time of dignity and celebration. We share this meal together, as a community. It is a time to rejoice not just for ourselves but for all who are partaking in this meal. As Ushers our job is not to be traffic cops, but to assist the assembly to communion in a dignified and even joyful way, sharing together this wonderful and greatest of gifts Christ gave all of us.”
(Guide for Ushers and Greeters)

- **As the Extraordinary Ministers of the Eucharist (EOMs) are receiving the Eucharist in the Sanctuary, the Greeters proceed to their stations in the rear of the sections they are serving.**
- **When the cup begins to be distributed to the EOMs, the Greeters proceed to the front of the Church as one group.**
- **Note for those serving the center aisle. When a choir is present at the Mass, the choir assembles in the rear before the cup is distributed to the EOMs.**
- **At some Masses the Greeters will go up the aisle followed by the choir; at others the choir will go first followed by the Greeters. Either way is fine, but all should not move forward until the cup begins to be distributed to the EOMs.**
- **Greeters (and choir) should be at the front once the Celebrant/Deacon and EOMs come down from the Altar to distribute Communion to all.**
- **In the center aisle, the Choir will receive first before the faithful in the pews.**
- **On the North Side, those with disabilities are normally seated in the front 2 pews of section 6. The EOMs bring both the Consecrated Bread and Wine directly to them in their pews. Greeters in those sections are asked to assist the EOMs and those with disabilities as needed. Hold back the other parishioners who are coming forward to receive Communion until BOTH EOMs have finished distributing to parishioners with disabilities.**
- **Also, keep an eye open for those who with disabilities not sitting in the front pews or those seated in other sections and ask them if they wish to receive Communion. Alert the EOMs to these people so they are also served first. Once both bread and cup minister are at their stations then allow the line to proceed.**
- **Greeters may either step back a few pews at a time or return to the rear of the Church to help “Direct Traffic” and assist in providing an orderly procession to Communion.**
- **On the south side of the Church, Greeters need to be aware of the cry room and provide assistance, such as signaling them to come out, as well as making sure doors are open for them and advising them where and when to go forward once inside the Church proper.**
- **Greeters are last to receive Communion, bringing up the rear of the Communion line in their respective sections.**
- **After receiving Communion, Greeters return to their stations in the front of the Church and wait for other sections to finish.**
- **Once all Greeters have received, the Eucharist is distributed to those who minister to the homebound.**
- **After the deacon (or priest) places the reserve Eucharist in the tabernacle and locks it, the Greeters who are facing the altar, led by the Greeter in the center aisle, bow as a group, turn, and return to the rear of the Church. At some Masses it has been found to be easier to be cued by an Greeter in the center aisle, so that all bow in unison.**
- **Greeters must always be aware of special needs, the disabled and other unforeseen circumstances throughout Mass, but especially during Communion, and be ready to assist.**

- **Toward the end of the Communion Rite, if you notice that a person with disabilities seated outside the Handicapped section has not received Communion, it is permissible to ask the person if they would like Communion brought to them.**
- **Simply inform the EOMs when you are receiving and ask them to follow you to the person.**

Concluding Rites

- **Greeters serving the south side of the Church open all the doors to the Narthex after the final blessing.**
- **As the Mass ends and the recessional song is being sung, many parishioners begin to leave the Church. This can create havoc as the Procession of the priest and servers leaves the sanctuary and Church.**
- **At least 2 Greeters should remain in the Church at this point to clear a path for the Recessional Procession to pass through.**
- **One Greeter can position him (her) self at the center aisle and keep a clear path open for the Procession from the center aisle to the doors.**
- **Another Greeter can be positioned at the doors to allow a clear path to the Narthex. The Greeters should not “Lead” the Procession but instead be far enough ahead to keep a clear path, but not be seen as part of the Procession.**

After Mass

- **After Mass some Greeters pass out the Bulletins in the Narthex**
- **A few other Greeters help to straighten up the Church a bit, picking up bulletins and other articles left behind.**
- **Items of value such as purses, wallets, keys etc. should be brought to the Sacristy for safekeeping. Let the other Greeters know what was found and where it is in case the person who lost the item comes back looking for it. Non valuable items can be placed in the plastic Lost and Found box located just inside the main entry into the Cry Room/Greeters’ room.**
- **Any Reserved Signs should be removed and placed back in the box in the Greeters’ room.**
- **If they will be needed at the next Mass, set up reserved signs for the Greeters for the following Mass. Reserved seating and special occasions at Mass are normally posted in the Greeters’ room ahead of time.**

Medical Emergencies

- **During an emergency, the Captain is to take charge and advise other Greeters what to do (i.e., who stays with the ill person, who calls for the ambulance, who stays in the church to continue normal Greeter duties, etc.)**

- **Many Greeters have been trained in CPR and the use of the automatic defibrillator. If a serious situation arises these Greeters should stay with the ill person.**
- **Other Greeters should be ready to assist according to their instructions, whether to retrieve the defibrillator, call an ambulance or procure other services that might need to be rendered.**
- **The defibrillator is located in the hallway leading to the Sacristy just outside of the Chapel. An alarm will sound when the door is opened. To turn off the alarm simply close the door.**
- **When it is not open, please use a cell phone—either your own or someone else’s phone. It is a good idea to keep cell phones with us, on silent ring, in case of emergencies.**
- **Instruct the ambulance dispatcher to have the ambulance come to the Highland Avenue doors on the west side of Church, and then wait for the ambulance outside in order to direct the responders to the proper place.**
- **If a situation occurs down the stairs at the northwest door, or outside of the main entrance on the east side of Church, direct the ambulance to come to those doors instead and again wait for them outside.**
- **Many times, there are medical professionals in attendance at Mass. Seek out their help and always defer to them...and be ready to assist them.**
- **Most medical problems at Mass are not serious. Sometimes a person feels lightheaded, needs to sit down, needs a drink of water or juice. Assist them in any way, usually they will feel more comfortable in the Narthex. Walk with them, assisting them if necessary. First aid supplies and glucose tablets are available in the Greeters’ room. We also try to stock juice drinks and cups for water. Do not administer medication, including aspirin. Leave that to family or medical personnel.**
- **We do not want to create medical emergencies, either. Please note...with the prevalence of allergies these days, Greeters should never give food, candy, or anything to a child without the parent’s knowledge and permission, nor to adults without their permission. Many ingredients in food, health and cleaning products can cause severe allergic reactions, even death. We even have parishioners who are allergic to our hand sanitizer!**

Odds and Ends

- **All Greeters (as with all of our ministries) need to be VIRTUS compliant. VIRTUS is a program with a "Protecting God's Children" component that combats sexual abuse of children in the Church. You will be contacted by St. Michael’s VIRTUS Site Administrator (currently Susan O’Connell).**
- **Greeters do not serve in two ministries at a Mass unless there is no other choice. Greeters should not serve as Eucharistic ministers nor as lectors at a Mass where they are serving as a Greeter. Greeter is a full-time ministry in itself.**
- **Greeters face many situations and are asked numerous questions. All cannot be anticipated, nor covered in this handbook. When faced with different situations ask yourself how you would like to be treated and how Christ might react. But most importantly, remember that we are the face of St Michael Parish, even with difficult people.**

- **Some Masses traditionally have additional rituals, or the liturgy varies. 9:30am has RCIA and Young Peoples' Liturgy of the Word (YPLW), 11:30am may have baptisms on the last Sunday of the month.**
- **The Greeter Captain at each Mass will make sure that the October Count is done accurately and submitted to the Greeter Coordinator as directed. This is the counting of persons in attendance at each Sunday Mass in October.**
- **NOT IN USE DURING COVID - In September of 2019 we converted the Narthex kitchen to a Mothers' room for breastfeeding babies. A comfortable chair, small table, small garbage can, pillow and changing table are located in there. We try to keep the door unlocked when not in use. If you find it locked, the door can be opened with the same key that opens the Greeters' room (kept in the sacristy). A sliding sign on the outside of the door to the room indicates when the room is being used. The door is lockable from the inside for privacy of the mother/child. Please be aware of this room and assist if needed to help woman wanting to use it.**

Greeters Needed to Serve outside Sunday Masses

Besides Sunday Mass, St. Michael parish has many liturgical celebrations throughout the year for which Greeters are needed and asked to serve. We encourage you, whenever you can, to come out and help, as the work is made lighter for all when many assist. Usually, the same 2-4 Greeters help at these times, but all should find time to help at least once during the year. Emails are sent soliciting help and sign-up sheets for these liturgies and services are posted in the Greeters' room.

Some dates change from year to year. Lent and Advent are particularly busy times, and much help is needed. Easter and Christmas have many Masses scheduled. Greeters who can serve more than one Mass on these busy feasts are greatly appreciated!

FUNERALS
WEDDINGS
BAPTISMS }
}

These liturgies are smaller and will only have a few Greeters. Again, our main role is welcoming. We need to remember that most of the people will be visitors unfamiliar with St. Michael Parish. These liturgies do not have a collection.

In January

Holy Day – January 1st – The Solemnity of Mary – collection for the parish

In February, March, and April

Ash Wednesday – collection for Youth Ministry

Parish Lent Reconciliation Services (two nights) – no collection

Holy Thursday Mass of the Lord's Supper – collection for Bonaventure House

Good Friday celebration of the Lord's Passion – collection for the Holy Land

Good Friday Bi-lingual Living Stations

Holy Saturday Easter Vigil –collection for the parish

Easter Sunday –Masses in the Church and MPR – collection for the parish

In March or April

Confirmation is usually celebrated in March or April on a Saturday morning and afternoon – no collection

In early May

1st Holy Communion is celebrated on the first or second Saturday in May in the morning and afternoon – no collection

In late May or June

St. Michael School Graduation takes place late in May or early June – no collection

In August

Holy Day – August 15th – The Assumption of Mary – collection for the parish

In November

Holy Day — November 1st – All Saints’ Day – collection for the parish

November – Day of the Dead Mass for Hispanic Community

November - All Souls’ Day – Parish Mass for those who have died throughout the year

Thanksgiving Day Masses are celebrated at 8 and 10 AM – collection for the parish

In December

Holy Day – December 8th – The Immaculate Conception of Mary – collection for the parish

Advent Parish Reconciliation Services – no collection

Youth Choir Musical – no collection

Southwest Symphony concert at St. Michael – no collection

Our Lady of Guadalupe (always on December 12th) – collection for Hispanic ministry

Simbang Gabi (date varies) - two collections, one for St. Michael, one for cause designated by

Archdiocesan Asian ministry

Christmas Eve –Masses in Church and MPR – collection for the parish

Christmas Day –Masses in Church and MPR - collection for the parish