



Service Opportunity

Position Description

Position Title: Greeters

Reports to: Director of Liturgy

Scheduled shift: Sunday 7 am – 11:30 am

Length of Commitment: 2 years

Location: Volunteer Room behind West hallway

Overview: Help provide a spirit of hospitality at our weekend Masses by welcoming and providing information to all parishioners, newcomers, and visitors before Mass begins. Time Commitment: 1 hour a week at preferred Mass time.

Position duties:

- Stand at the front doors and vestibule of the church before Mass begins
- Greet the people as they arrive and enter the church
- Hand out prayer cards, flyers, and other items when necessary
- Answer questions and assist people as needed
- Provide a warm and welcoming atmosphere by smiling
- Create a sense of community through saying hello, good morning/evening

Details of Position:

- Greeters meet in the marked volunteer room behind the west hallway.
- Name tags are stored in the cabinet in the closet next to the welcome desk.
- Greeters are asked to wear appropriate business attire for men and women.
- Volunteers should report for their shift at least 15 minutes ahead of time.
- Greeter are expected to represent the church in a positive way and demonstrate **good customer service skills** by being polite, patient, encouraging and engaging with the congregation and visitors.
- If an greeter has a problem with a visitor or congregant, they should contact the Liturgist for assistance.