

St. Catharine Church - Baptismal Greeter Guidelines

1. Arrive at church after the last Mass of the assigned Sunday (typically the last Mass begins at noon).
2. Bring paper and pencil with you.
3. Get the signs with the family names from the table in the Vesting Sacristy (next to the Charity Room) and place them on the end of the first pew reserved for each family. Note that these will have been printed by the parish office and placed in a plastic sleeve.
 - a. The families should be grouped around the baptismal font.
 - b. Reserve three pews for each family.
 - c. If there are three or more families, use pews on both sides of the aisle.
 - d. Families are usually assigned places in alphabetical order.
4. Make a guide for yourself so that you can easily direct the families and guests to the proper place and identify the priest or deacon who has baptized the child if there are a large number of Baptisms and more than one celebrant.
5. Take the appropriate number of baptismal candles and bibs from the top shelf of the closet in the Vesting Sacristy. Put them near the Paschal Candle on the Baptismal Font in the Church. Be sure to take the candles out of the boxes.
6. Get the same number of hand towels from the Vessel Sacristy (this is on the right side of the altar. The towels are stored in the drawers. Keep these to hand to the mother or godmother to use to wipe the child after they are baptized. Be sure to collect these before the families leave.
7. Greet the families at the door and escort them to their reserved pews.
 - a. **Make sure that the parents and godparents are seated at the aisle end of the first pew reserved for the family.**
 - b. If they need a place to dress the child, bring them to the Hope Room. (Charity is reserved for the collection counters.)

- c. They may need directions to the bathrooms as well.
8. When the ceremony begins, stay in the rear of the church in order to escort latecomers to the appropriate pews. The ceremony usually begins at the doors of the church, so latecomers should be asked to wait in the Narthex until the priest, parents, godparents, and babies move back to their pews.
9. Other activities
- a. Once Fr. Tom asked the greeter to do the reading. Usually the deacon asks one of the godparents or parents to do it.
 - b. If there is more than one celebrant, the certificates are not signed in advance. They are usually placed on a table in the narthex. Divide the certificates according to the priest or deacon who baptized the child. They will sign them after the ceremony. Make sure that someone in the family picks up the certificate, box for candle, and a new baby welcome packet from Annette Gallagher (note that only parishioners receive the welcome packet – those visiting from another area do not).
 - c. After the Baptism, return the name cards to the sacristy. If you cannot remain for the entire ceremony, ask the sacristan to do it. If asked, submit your list of the children and the priest or deacon who baptized them.
 - d. In general – just be friendly and helpful.

Thank you for serving in this ministry of hospitality!