

Mercy Greeters

Greeters Guide

Purpose:

- Distribute/ gather materials as worshipers enter/leave the church on occasions when that is needed
- Welcome all who enter Our Lady of Mercy Church to this community of faith along with youth volunteers who are part of the ***Who Do You Say That I Am?*** program.

Distribution and Gathering of Materials

Contact:

- Volunteers will be contacted by email or mail by Carolyn Guidry and assigned to a mass according to stated preferences
- Volunteer responds to confirm or decline
- Please keep contact information current

Arrival at church:

- See the table in the vestibule of the church for a chart showing the location of the assignment of each volunteer
- See detailed instructions for the occasion
- Pick up a name tag from the basket in the vestibule. Wear this tag to identify yourself as a Mercy Greeter

Procedure:

- **Distribution**
 - May occur before or following the mass
 - Material for distribution will be on the table with assignment chart, instructions, and name tags
 - If distribution is before the mass, plan to arrive at your location about 15 minutes prior
 - If distribution is following the mass, plan to go to your location after distribution of Eucharist and remain until all have left the church, usually about 10 minutes
- **Distribute/Gather**
 - Usually before the mass begins, such as School Board/Pastoral Council elections or Stewardship of Ministry Sign-up
 - Material for distribution will be on the table with assignment chart, instructions, and name tags
 - Plan to begin distribution at your location about 15 minutes prior
 - The cantor will give instructions to the congregation
 - Gather materials from the pews in your location
- **Sign-up**
 - Usually occurs at the end of the mass and requires fewer volunteers
 - Go to the location following distribution of Eucharist and remain until all have left the church, usually about 10 minutes
 - Sign up materials and instructions will be set up in the vestibule of the church

Welcoming: Who Do you Say That I Am?

Mercy Greeters are asked to welcome worshipers to OLOM and be an example of service youth participating in the *Who Do You Say That I Am?* program. We are asked to have two greeters per mass.

Contact

- **Online Sign-up**
 - Go to www.mysignup.com/mercygreeters
 - You will see a spreadsheet with a column for all the weekend dates (minus holidays) through the month of May and a row of times for each mass.
 - Each date appears twice to enable two greeters to choose that mass
 - Click on the “We need you.” button and you will be asked for your name, phone number, and an Undo Code
 - Then click the “I’ll be there.” Button and your name will appear in that box along with an Undo button. No one else will be able to sign up in this space.
 - Click on the Undo button and supply your Undo Code to remove your name from the space and open it for another volunteer.
 - Reminders will be sent periodically about the dates you have volunteered.
- **Personal Sign-up**
 - If the Internet is not for you call Carolyn Guidry at 929-9353 to volunteer and to be added to the sign up

Arrival:

- Name tags will be found in a basket in the vestibule of the church
- There will be a sign-in sheet near the basket for the youth greeters

Procedure:

- Position yourselves in the vestibule of the church to welcome all who come to worship
- Refer to “Awesome Tips for Hospitality Ministers.”

THANK YOU FOR YOUR SERVICE!!