

## **GREETER INFORMATION**

### **Dave Schmitt, Greeter Ministry Lead:**

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**Greeter Guidelines:** Greeters are to welcome/greet parishioners, answer any questions from parishioners and guide/direct the flow of traffic.

**Greeter Scheduling:** Epiphany uses Ministry Pro to schedule volunteers and uses FlockNote for communications. To get on the schedule, send an email to the Epiphany office (Domine) and ask to be added to Ministry Pro as a Greeter and to be added to FlockNote also, if needed. Once you are in MinistryPro as a Greeter, make sure to set up your profile ensuring that your preferred mass is listed. If you do not do this, you will be scheduled for any mass to Greet. Also maintain your dates when you are away and unavailable.

### **Before**

- Arrive approximately 30 minutes prior to the start of mass. Make sure bulletins are fully stocked and the church is ready for mass.
- Before and after mass, walk through the church and make sure there are no belongings or bulletins left in the pews between Masses.

### **During all Masses**

- Welcome everyone into our church with a warm greeting and a smile. Assist as needed and appropriate to help everyone have a comfortable experience at mass.
- Ask a family or someone to bring up the offertory gifts. If you cannot find anyone, you can bring up the gifts yourself. Confirm this with the sacristan.

### **After all Masses**

- For some masses, Ushers will take up the collection, securing it in the safe.
- If not done by ushers, pick up the monetary collection from all collection baskets, seal in money bag & deposit into the safe (CODE- 1006) after Mass.
- On the third Sunday of the month, make sure the baskets for the food collection are out. After the 11:30am Mass, make sure the food collection from the weekend gets taken to the canopy entrance.