



GREETER'S GUIDE
Our Lady of Mercy Catholic Church
Mercy Greeters Ministry
2013-2014

Mercy Greeters

Greeters Guide

Purpose:

- Distribute/ gather materials as worshipers enter/leave the church on occasions when needed, such as Stewardship Sundays and Pastoral Council/School Board elections.
- Serve as a welcoming presence to parishioners and visitors entering Our Lady of Mercy to worship.

Distribution and Gathering of Materials

Contact:

- Volunteers will be contacted by email, mail, or phone 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 when appropriate
- Gather materials from the pews in your location when appropriate
- **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
- Refer to “Awesome Tips for Hospitality Ministers.”

For information or to update contact/availability information: Contact Carolyn Guidry – 929-9353 or cguidry@olomchurch.com . See Greeters Ministry Page at www.olomchurch.com >Ministries>Mercy Greeters.

THANK YOU FOR YOUR SERVICE!!

MERCY GREETERS VOLUNTEER LIST
Distribution of Prayer Cards

A chart such as this will be on the table in the vestibule of the church to show assigned positions for Greeters. Blank spaces indicate need for help from ushers.

1. Vestibule Door-Right
2. Vestibule Door-Left
3. Parking Lot Door
4. Coffee Shop Door
5. Mary's Chapel Door
6. Door to Rear of Choir

Saturday, September 17, 2012

	4 PM	6PM
1	Jim Bob Ourso	Faye Novo
2	Martha Ourso	Jan Stewart
3	Jimmy Tassin	Kathy Tenore
4	Pat Tassin	Myrna Edwards
5	Dana Tassin	Mary Rudh
6		

Sunday, September 18, 2012

	7AM	9AM	10:30 AM	12 NOON	6PM
1	Ronnie Bordelon	Cheri Gioe	Marie Dupre'	Mary Ann Hebert	Anna Marie Nichols
2	Anita Haywood	Heidi LeBleu	Joel Pinell	Judy Simms	Ray Lee
3	Bobby Babin	Lena Lanclos	Mark Pinell	Roy Chutz	Shirley Zito
4	Margaret Roberts	P. M. Breaud	Carolyn Scheurich	Betty Scurria	Corrine Formeller
5	Jerry Roberts	Elizabeth Guillory	Ken Litz	Susan Sellers	Carolyn Guidry
6				Barry Sellers	

Ushers: Please fill in available spaces for distribution and collection of ballots.
 Thank you!

Awesome Tips for Hospitality Ministers

1. Understand the mind of a guest.

They want to be welcomed. They want to observe our mass and be provided with an easy opening if they choose to come again. Most of all, they don't want to be pressured.

2. Welcome everyone.

Not only do newcomers need your warm welcome, regular attendees need a friendly greeting. Develop a good handshake. Be enthusiastic – about the day, the mass that is about to take place, about Christ.

3. Anticipate newcomers.

When people enter the door who you do not recognize, approach them by saying something like, "We are glad to have you're here today. I don't recall meeting you before." Avoid saying, "Are you new?", or, "Is this your first time?"

4. Help newcomers connect.

While you are getting to know them, you might introduce guests to another regular mass attendee who walks in and suggest they sit together, or feel free to invite first time visitors to sit with you.

5. Say goodbye with warmth.

After mass, bid farewell to visitors, inviting them to return next week. Ask them if they have any questions. Introduce them to other parishioners and/or the pastor.

6. Avoid church business.

Avoid using pre or post service activities to conduct church business that could be done over the phone during the week. Focus on those coming into church.

Smile

Make Eye Contact

Take the Initiative and Greet

Personal Warmth – Welcome from the Heart!