

VOLUNTEER INSTRUCTIONS:

“Mary/Martha” Greeting and Cleaning Crew

(8 for each Mass in CH; 5 for PH)

- Arrival: 30-45 Minutes before Mass time
- Report to Narthex sink area (PH: atrium) for check-in and pick up hand sanitizer
- Attire: Mass appropriate
- Stay at post until Mass begins (4 people); then again at the end of Mass until all is cleaned (all).

Before Mass (4 people in church; 2 in PH)

- Locations: at Doors B and C (main narthex doors to outside)
[PH: inside double doors into PH]
 - Prop doors open 30 minutes before Mass time; both inside and outside doors should stay propped open until Mass begins.
 - Warmly greet all guests. By the time they get to you, they will have shown their ticket, so this is not a ticket check station.
 - Distribute a squirt of hand sanitizer to each guest
 - When Mass begins or church is at capacity, close and lock OUTSIDE doors.
 - Return hand sanitizer to sink counter; then you may attend Mass.
 - JUST BEFORE MASS ENDS:
 - Prop all exit doors open [PH: main doors]
 - Doors B and C
 - Door D by Adoration Chapel
 - Door A at stairwell
 - Door H near sacristy
 - [church only] When all in narthex have received Communion, use stanchions to rope off narthex, to gesture the faithful straight out the nearest door. Do not allow folks to linger in narthex.
 - You may receive Communion if you have attended Mass

At end of Mass (all hands on deck)

- AFTER distribution of Holy Communion has ended:
 - Cleaning supplies will be near narthex sink (PH: in kitchen)
 - Bucket of cleaning solution
 - Rag/towel to wipe down pews (chairs) and surfaces
 - Wipe down all pew back and seats that may have been touched.
 - Wipe down all door surfaces that may have been touched, including rest room doors and faucets

General guidelines for ALL volunteers:

1. Our #1 job is to **receive each person as if receiving Christ Himself!**
 - a. *Radiate God's love* to everyone
 - b. Radiate "Grateful, no matter what!"
 - c. Be assertive and firm when necessary, but *always charitable* (e.g. NOT "No ticket, no entry," BUT "Here's how we can help you get to Mass.")
2. **You still need to register for a "ticket" for the Mass you wish to attend, but we'll make sure you have a seat.**
3. **Masks** required at all times (exception: Lectors when reading)
4. Maintain proper **6-foot social distancing**.
5. Thoroughly **wash hands** before, during, and after ministry
6. **Disinfect** hands as needed
7. At the end of your shift, **disinfect all surfaces** you have touched
8. **THANK YOU!**