

## **VOLUNTEER INSTRUCTIONS: Parking Lot Screeners (2-4)**

- Arrival: 45 Minutes before Mass time
  - Report to Help Tent for check-in (near school playground)
- Attire: weather and Mass appropriate (if attending Mass)
- Stay until 10 minutes after Mass begins to deal with latecomers.
  
- Location #1: Matthew 25 Center canopy
  - Check for ticket(s) for everyone in the car (through closed window)
  - If tickets in order...
    - Direct to parking lot north of church (NOT Matt 25 lot)
  - If no ticket... check their name against the printed roster for that Mass.
    - If OK, send to parking lot north of church.
    - If not OK, direct to the Help Tent (drive around back of gym to near OLMC School playground)
  
- Location #2: Oakridge Entrance traffic “star”
  - Check for ticket(s) for everyone in the car (through closed window)
  - If tickets in order...
    - Direct to parking lot north of church (NOT Matt 25 lot) or east lot in front of church
  - If no ticket... check their name against the printed roster for that Mass.
    - If OK, send to parking lot north of church or east lot.
    - If not OK, direct to the Help Tent (drive around back of gym to near OLMC School playground)

### **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.** For outdoor volunteers: ideally, plan to attend the Mass BEFORE your volunteer slot, since your volunteer slot will make you late for the Mass following.
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!**