

## Greeter

- Please arrive according to the shift you signed up for. All volunteer shifts are scheduled to start 30 minutes before Mass begins
- Ensure the doors are locked behind the volunteers
- Go to the sacristy and get the sign-in sheet(s) and money bag or tamper-proof deposit bag (for Sunday Masses)
  - If the sacristy door is not open, there will be a key by the supplies
  - Return to the greeter table and prepare to open the doors 15 minutes before a 10-person Mass begins and 20 minutes before an 80-person Mass begins
- Check-in all volunteers, musicians, lectors and registered Mass-goers
  - Ensure they have masks on - we have a supply by the hand sanitizer
  - Kids under 5 - don't worry about the masks
  - If the parishioner says they are medically exempt from the mask, please just remind them to remain socially distanced!
  - If someone is wearing gloves, please remind them to take them off when receiving communion
- If they aren't on your list, they can't come in. Questions? Issues? Call Allyson - 815-347-3552
- Close and lock the Narthex doors
- Take the sign-in sheet(s) to the Sacristy and place in the folder
- Attend Mass!!!
- As pews are being dismissed, go to the greeter table and get the money bag
- Collect the donation envelopes in the Narthex basket
- Go to the ropes and stand there to prevent people from coming back into the Narthex
- After the last person exits, collect donation envelopes from the basket by the exit door
  - Place checks in bank bag or deposit bag. Seal deposit bag and return to the sacristy
- Place Sunday collections in the safe. Zip up the daily Mass pouch and place it on the counter for the next greeter
- If you have time, assist in sanitizing the Church if needed