

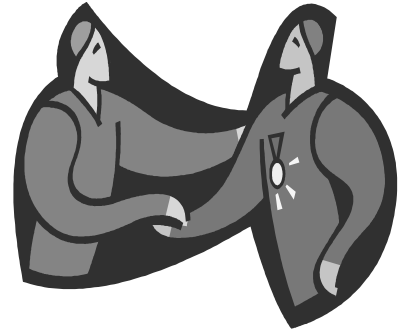
**Church of St. Mary of the Lake**  
**Volunteer Ministry Description**  
Spring 2008

**Position Title:** GREETER

**Responsible to:** Mass Coordinator

**Purpose of Position:**

- To welcome parishioners and guests as they enter the gathering area.
- To pass out bulletins after Mass



**Responsibilities:**

- Arrive 20 minutes before Mass begins.
- Check off your name on the schedule.
- Sign in for the location at which you will serve (East or West door).
- Pick up your nametag.
- Stand by the door for which you signed up and greet parishioners as they enter the gathering space.
- Be aware of the location of the wheelchair.
- Be aware of the presence of the Mass Coordinator to answer questions.
- Please do not leave church after Communion but, instead, wait until after the dismissal.
- After the Presider says, “The Mass is ended. Go in peace to love and serve the Lord,” leave your pew and go to the door and offer bulletins to parishioners as they leave the church.
- There are also Faith Connection papers to be offered and a child’s bulletin for ages 3-6 and 7-12. Watch for other handouts on occasion.
- (We do not want to encourage leaving Mass early by offering bulletins before the dismissal. People need to pick up the bulletins themselves if they choose to leave early.)
- Remain by the outer door until the post-Mass rush is over.
- Leave any extra bulletins on the stool near the door.
- Find a substitute if you are unable to fulfill your obligation.

**Qualifications:**

- Be a registered parishioner.
- Be a warm and cheerful presence as people enter and leave the church.

**Time Requirement:**

- About 20 minutes before Mass to greet people.
- About 10 minutes after Mass to distribute bulletins.

**Location:**

The east or west entrance of the church.