

# A Checklist for Lead Greeters

at Mary, Mother of the Church

Rev. 14 Nov. 2020

Remember: You do not have to do all of this yourself. It is okay to delegate.

1. Arrive 1 hour before Mass.
2. Check the counter in the hallway for the sign-in sheets and any announcements. The Greeters' Prayer should be there, or you can ask the Holy Spirit for inspiration.
3. Check the laundry machines. There may be dry towels to fold; if so, take them to the counter in the hallway so the Greeters can help. If there are wet towels in the washer, transfer them to the dryer. Set the dryer for Rapid dry and high heat, then start it.
4. Convene the Greeters in the hallway about 40-45 minutes before Mass. Make the announcements and invite the Greeters to respond and share what they are seeing. Lead the prayer, then dismiss them to their places by 35 minutes before Mass time.
5. If a lay Minister of Holy Communion has been scheduled, please let them know whether you have gone into overflow in the parish hall. If so, they will be needed. If not, they can stand down.
6. After the Homily, step into the mother's room and prepare the donation bag. Write the Mass time, date, and "1 of 1" on it with a Sharpie. As the Greeters return to the gathering space with their baskets, hold the bag open for them. Place the bag on a table, squeeze excess air out, and remove the white strip to seal the bag. Walk to the safe in the vesting sacristy. It has a "night deposit"-style door on it.
7. During the closing hymn:
  - Move new masks from the entry tables into the mother's room. (People take them as they are leaving church.)
  - Get a copy of the Checklist for Sanitation Teams from the mother's room. Put it on a clipboard, with a pen, and set it on the baptismal font. Ask Greeters to check off what they've cleaned before they leave.
  - Place a laundry basket on the floor in front of the font to collect used rags.
  - Promptly after the last worshippers have left, lock the church doors. Push on them to make sure they are latched.
8. Verify that nothing was missed on the sanitation checklist. Return the clipboard to the mother's room.
9. Take the used rags to the washing machine and load them. Add a pod of laundry detergent. Set the washer for Rapid wash, Low soil, and Hottest water, then start it. Leave the empty hamper nearby.
10. At the 8:00 only: When you are done, the 10:00 Lead Greeter should have arrived in the hallway. Check in with them.
11. At the 10:00 only: Enlist Greeters to cover these additional chores:
  - Empty the trash cans in the church and take it to the dumpster.
  - Move any donations in the food baskets to the closet by the entrance nearest the tabernacle.
  - Refill spray bottles as needed.