



WELCOME MINISTRY GUIDELINES

RESPONSIBILITIES

- Commit to one Mass (Saturday or Sunday). Arrive 15 minutes prior to the Liturgy and remain 10-15 minutes after.
- Coverage Needed
 - 8:00am Mass – 7:45-9:15am
 - 9:30 am Mass – 9:15-10:45am
 - 11:15am Mass – 11:00am-12:30pm
 - 4:15pm Mass – 4:00-5:30pm
- Three Ministers/Mass; Church entrance (2); Parish Hall/Cafe entrance (1).

MINISTRY PROTOCOL

- Open doors.
- Wear name tag
 - Badges and pens in Basket on Information Table (Church Entryway); return badges at end of Mass to basket. **Note that the badges are MAGNETIC and should NOT be worn if you have a PACEMAKER.**
- Welcome each individual as they enter the Church. Please make a special effort to reach out to people you do not know. Be outgoing, enthusiastic, welcoming – SMILE; key function is to reach-out and make people feel welcome.
- Greet them by name if you know who they are. Introduce them to other volunteers who may be ministering with you that day or to people you know.
- After Mass, thank everyone for attending; say something like – “we hope to see you next weekend at Mass, or on XXX Holy Day, or at XXX event”
- Provide feedback (+/-), concerns, any questions to the Welcome Ministry (see ‘Contacts’).
- For questions, direct individual to Information Table, which is staffed by a Pastoral Council member.
- Welcome Ministry will:
 - Communicate weekly with Greeters/ Ministry Team, especially upcoming events, programs, Holy Days, etc.
 - Provide Minister/Greeter schedule on demand via webpage; email reminder sent weekly to all Minister/Greeters.
- Contact welcomeministry@sacredheartroversford.org to request substitute.

CONTACTS (welcomeministry@sacredheartroversford.org)

J.P. Azar, Gretchen Brosius, Beth Shoudt or Pam Galbraith