Directions for the Greeters
Mass in the Gym
St. Brigid of Kildare
November 2009

Greeters:

1. The Sign-in book will be on a table in the hallway outside the Gym. You will reach this hallway through either the main doors of school or the new entrance at the gym. Please arrive 15 minutes early as usual.
    a. You will find the badges in the same area in a plastic box
    b. Select the location where you wish to serve when you sign in. Place your initials on the appropriate spot on the sign-in diagram. (You are selecting a station at either the door by Main Entrance to School or at the main entrance to the Gym.) **We need Greeters at each location.**

2. **Until we can more adequately tell how things work out in the Gym we will have two sets of Greeters on for each mass**.

3. Whichever location you select you are the first one the congregation sees as they enter. **Be sure to smile and welcome people**. If they have questions feel free to answer them or if too many ask you questions at once refer some people to the ushers right inside the two entrances to the gym. (Refer to diagram)

4. When it is a few minutes to mass time put your badge away and select a seat for yourself, if you have not already done so.

5. **Things you need to know**:
    a. The **bathrooms** we may use are in the hallway as you come down from the Main entrance into school. These are the only bathrooms available to us. The Greeters at the Main Entrance may want to point these out to people as they enter.
    b. The **sign-up book for all Liturgical Ministers** is on a table on the corridor that runs parallel to the gym. It can be accessed from either entrance.
    c. There are **reserved/padded chairs** in the two middle sections of the front. These are for the handicapped, the elderly and pregnant women.
    d. The first section in the front left has several rows reserved for musicians.
    e. We are only using the bleachers for occasions when we know there will be very large crowds.
    f. Every family is asked to pick up one or two music books as they enter church. **Sharing of books is encouraged**. Please deposit them back on the racks as you exit church.