

November 25, 2017

Dear Greeters,

Attached is the greeter's schedule for **December 2, 2017 through February 18, 2018**. Please post it on your refrigerator or in a convenient place to remind you of your weeks to greet. Please contact me if I have misspelled your name or have an incorrect phone number.

In an effort to be more efficient and environmentally conscientious, we are asking all greeters with e-mail accounts to e-mail me and I will send your Greeter Schedule electronically moving forward. **Thank you** to all who have already done this. You can also access Greeter Information and the Greeter Schedule on the St. Joan of Arc website, [www.stjoans.org](http://www.stjoans.org), by clicking **Ministries** on the Home page, selecting **Hospitality and Community** (will be changing to Welcoming) on the drop down menu, and then clicking **Greeter Ministry**.

**Monsignor Rich believes that one of the most important aspects of an active, thriving church is making people feel welcome and giving them a sense of belonging. The Greeter Ministry is a key component to achieving this. If you know of any St. Joan's parishioners who would be interested in greeting, please invite them to join the ministry.**

Don't forget, if for any reason you are unable to greet on your scheduled week, feel free to call another greeter to switch weeks. If you cannot find someone to switch weeks, don't worry about it. Likewise, if you are at a Mass and notice that there are no Greeters please help out and cover a door. If there are an abundance of greeters at your scheduled Mass, please feel free to cover all doors including the side doors into church.

**Reminder 1: Don't forget to sign in each time you greet. The sign-in sheet is located on a clipboard in the Gathering Room in the back of the Church where you get your nametags. All of the Sign-in sheets have been labeled with dates. Please be sure that the correct Sign-in sheet is on top for that date (you can put any former weeks at the back of the pile on the clipboard).**

**Reminder 2: If your nametag is incorrect, please contact us and we will make the necessary corrections and replace them. Please do not remove the nametags from church. If you no longer wish to greet, just let us know and we will remove your name from the schedule and remove your name from the nametag badge. Do not take or throw away the nametag badges as they can be reused.**

**Reminder 3: There are 8 ½" x 11" laminated reserve seat cards available in the top drawer in the Gathering Room (where you sign in and get your nametags). They ask fellow parishioners to "Please leave space for 1 Greeter" (2 greeters, a family of four greeters, five greeters, etc.). Place the appropriate card in the pew you will be sitting in when you arrive to greet. After Mass, please return the card to the Gathering Room. We hope this makes your greeting experience a more pleasant one knowing that your seat will be available when Mass begins.**

**Finally, we are in need of greeters for Christmas masses. Please contact me if you are able to greet at any of the following masses: Christmas Eve 3:00 pm, 5:00 pm Children's Mass, 7:30 pm, 9:00 pm; Midnight mass; Christmas Day 8 am, 10:00 am, and 12 noon.**

Wishing you and your families a very Blessed Christmas!

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