

## **Instructions for Collection Basket Helpers & Ushers**

### **BEFORE MASS:**

**CHECK IN:** Before mass, check in with the Mass Coordinator. Find out if there are other Collection Helpers or Ushers and coordinate with them. Try to come up with 4 people. Anyone except the Lector who reads the petitions can help with the collection.

**BASKETS:** The baskets are stored in the cabinet below the choir loft steps to the left of the pew (not the closet behind the pew!). Some masses use the pole baskets, some use the pass baskets. Using the pole baskets takes less time - but you need 4 people. If you don't have 4 people, the pass baskets will work.

**BAGS:** For each mass there is a cloth drawstring bag with the mass time written on it. You'll find the bags in the red plastic box by the light switch panel. Sometimes there is a second collection. In that case there will also be a white plastic bag.

### **DURING MASS:**

**WHEN?** After the homily, when everyone stands for the petitions, go to the back of church and get ready. After people sit down, wait about 30 seconds for people to get settled and the song to start, then go forward to start the collection. There is no cue for starting the collection – whatever works is fine.

**CHOIR LOFT** – if people are sitting above, send someone up to collect. If you can send a 5<sup>th</sup> person up with a pass basket while you are collecting downstairs, that saves time, or one of the 4 can go up with a pole basket.

**MONEY INTO BAG:** Pour the money in the cloth bag. Unless there is a second collection, it is not important whether or not you pull the string and close the bag.

**SECOND COLLECTION:** Close the cloth bag so that the second collection doesn't get put in with the first collection! Repeat gathering money and put money from the second collection into the plastic bag. Do NOT put the plastic bag into the cloth bag, just put it in the basket along with the cloth bag.

**GIFTS TO PRIEST:** Carry the collection basket, the host and the wine up to the priest. 2 people are needed – don't try to juggle all 3 things! Anyone can do this. If there is no server to help the priest, carry the collection basket up and place in front of the altar.

### **AFTER MASS:**

**GREEN TAGS** – the Archdiocese requires that each separate collection bag gets a green zip-tie tag placed around its neck. (In a small parish like ours, this doesn't seem very useful, but in larger parishes where the collection bags may be handled by lots of people, the Archdiocese wants a way to make sure all the money is protected.) The tags are on a stand near the MC checklist. After mass, put the green tag with your mass time on it around the neck of the cloth bag. If there is a second collection, there will be a separate tag for the second collection's plastic bag.

**SAFE** – after applying the tags, drop the bag(s) into the safe located in the cabinet to the left of the sink. It is a drop-safe – no key or code is required.

## Ushers

*In addition to taking up the collection, Ushers take a role in hospitality and keeping an eye out during mass for anyone who might need assistance.*

Please arrive 15 or more minutes before mass. Either the Mass Coordinator or you will take the bread and wine to the Usher's cabinet before mass starts. There are some supplies in the usher's cabinet – first aid kit, paper towels, etc.

If you're all set up for mass, it is nice for you to go out front and open the door for people and welcome them. You are not required to do this, but it is a friendly thing to do.

When Mass is crowded, please help people find seats. Especially keep an eye out for elderly or handicapped parishioners that arrive late. Try to get a seat for them.

After Mass, hand out bulletins at the High Street door. It is hard for people to get over to the tables to pick up a bulletin, so it is very helpful for you to be standing by the door with the bulletins.

Please be as courteous as possible when giving people instructions. Remember, you may be the only contact someone has at Mass!

RESTROOMS – There is a restroom in the parish office. Enter through the rectory front door and turn right to go through the office. The restroom is in the back corner. There are also restrooms in the basement of the rectory building.