

# USHERS

## April 2018 Updates

New procedure for collecting and storing the collection:

- Find three people to present the gifts before Mass begins. (One for the money, one for hosts and one for the wine.)
- Ask these gift bearers to gather in the back of the church during the Prayers of the Faithful, after the Creed.
- Collection begins as the congregation is singing the presentation of the gifts song.
- Usher #4 – (In the section directly in front of the altar,) you will need two baskets. Allow one basket to fill partially and then give that basket to the family presenting the gifts.
- Usher #4 - Use the second basket to finish the collection in that section. (This is subject to change depending on how it goes on the initial weekend goes.)
- Send the bread, wine and basket down the aisle as soon as the cross bearer has arrived.
- Collect all the money from the baskets and place in the zipper pouches for that Mass. Deposit those pouches in the safe in the sacristy. Please close the sacristy door.
- After Mass – move the pouches from the sacristy safe to the safe in the corner music closet.