



Guide for Collectors

October -2009

Preparation: Collectors are ministers of hospitality. Ministers reflect a reverence for the Mass and the assembly both by their demeanor and their appearance. Please smile warmly and dress appropriately for this ministry. (Business casual – no jeans, shorts, sneakers, or flip-flops). Be sure to wear your St. Xavier lapel pin.

Arrive at least fifteen minutes before the liturgy is to begin and participate in the Ministry of Welcome by greeting parishioners and distributing bulletins at the side or rear entrances of the Church. It is important that all ministers be focused on greeting those entering church and not on talking with the other ministers. Be readily visible if someone needs assistance or directions to a particular area of the church. Help seat people or assist those with disabilities or the elderly and inquire if anyone needs to have communion brought to them in their pew. Pew markers to identify those unable to leave their pew for Communion are available in the Priests' Sacristy above the long counter in a drawer marked "Usher".

Before Mass begins, be certain that Gift Bearers have been identified. If you are responsible for selecting Gift Bearers, consider choosing people to reflect the diversity of those who worship in our faith community (families, single persons, older adults, etc.).

Five minutes before Mass begins, join the Presider and the other ministers for a brief prayer near the baptismal font. The prayer may be offered by the Presider or one of the ministers.

The stand for the Book of Gospels located in the center aisle at the rear of church should not be moved for the Processional or Recessional, except for weddings, funerals, and other unique situations.

When the Reader begins the petitions at the Prayer of the Faithful (right after the Creed), go to the left rear of church, pick up a collection basket, and assume your position at the back of the row from which you will be collecting.

At the conclusion of the Prayer of the Faithful, as the Reader is about to begin the announcements, proceed up the aisle (more or less in line with the other collectors) to the front pew, genuflect, and begin collecting. If you are the sole collector in an aisle, collect side to side. When finished, you may assist other collectors in their aisles if they still have a number of pews from which to collect. Then go toward the Baptismal font where the large woven basket should be, and transfer the collection into the sack in that basket. When the entire collection has been placed in the sack, the sack is returned to the basket and given to one of the Gift Bearers. Return the collection baskets to their place at the left rear of church and return to your seat.

NOTES:

1. If something irregular should require your attention during Mass, handle it with tact and common sense.
2. It is helpful to have a cell phone available should it be necessary to call 911.
3. If visitors seem particularly interested in the church architecture and statuary, offer to let them use a copy of the brochure describing these elements. Brochures are located in the small vestibule at the top of the ramp at the side entrance.
4. Registration forms for new members are located in the small vestibule at the top of the ramp at the side entrance..
5. During October each year, a count is made of the number of people attending each Mass.

Thank you very much for participating in this ministry!

October 26, 2009