

1. The volunteers/ushers should be provided with an ample supply of Adoration Invitations and pencils before Mass.
2. All the volunteers/ushers should be given instructions about fifteen minutes before Mass begins. They also should be told to whom they should give the completed Adoration Invitations.
3. The volunteers/ushers should leave the Adoration Invitations in each end of the pews along with pencils. After each Mass add Adoration Invitation forms to each pew.
4. Toward the end of the talk, the speaker will give the cue for the parishioners to begin passing the Adoration Invitations and pencils across their pew and to begin completing.
5. The volunteers/ushers may need to call on additional people as necessary to have two people for each side of each section of pews working from front to back. For example, if it is a traditional center aisle with two side aisles, then eight people total; one person to pass out Adoration Invitations and another person with them to pass out pencils from each side of each aisle working toward the middle.
6. The speaker will tell the people to fold their Adoration Invitations in half and put them and the pencils in the collection basket along with their contributions, or if a separate gathering of invitations is permitted by time, the volunteers can pass the baskets after Communion to gather the Adoration Invitations.
7. After Mass the volunteers/ushers should separate the completed adoration invitations from the money. Also, the pencils should be collected together and put back in the cups, if there are more Masses; and if it is the last Mass, then they can put them in the boxes.
8. The volunteers/ushers should go through the pews after Mass and collect any remaining blank Adoration Invitations and pencils. They also should keep an eye out for completed invitations because some people leave them in the pews.
9. Finally, the completed Adoration Invitations should be given to the speaker or other designated person, along with pencils and blank forms.