

USHERS'/VOLUNTEERS INSTRUCTIONS FOR ADORATION SIGN-UP WEEKEND

All the ushers/volunteers will be given these instructions about fifteen minutes before each Mass:

- 1). Thank you for helping with this vital part of this Eucharistic adoration invitation sign-up weekend. We are doing this for the love and glory of Jesus in the Blessed Sacrament!
- 2). You are being provided with an ample supply of invitations and golf pencils before Mass (i.e. 8 plastic bins, each containing the pre-sharpened pencils and invitations, totaling as many as the # of parish bulletins plus some extras).
- 3). You may need to call on additional people to have two people per each side of each section of pews. For example if it is a traditional center aisle with two side aisles, then eight people if possible are needed to pass out pencils from each side of each aisle working toward the middle. Don't climb over people.
- 4). After or at the end of the priest's homily the congregation will be given the sign-up instructions and a verbal cue will be given from the pulpit for the ushers to start handing out the invitations and pencils, saying explicitly: "We ask the ushers to please hand out the invitations and pencils now."
- 5). At this cue, please come forward immediately to give an invitation and a pencil to everyone. 1 usher can start at the front of each pew on each side handing out pencils and invitations, and 1 usher can start from the back pew of the church on each side of the pew working forward. Please make sure members of choir are given Invitations and pencils.
- 6). Please be expeditious. While you are handing out the invitations and the pencils, the speaker will continue on and explain to the people how to fill out the invitations. These instructions will generally finish about the same time as you do.
- 7). The speaker will tell the people to hold on to their invitations until after Holy Communion and that the ushers will come around after Holy Communion to collect the invitations and pencils using the plastic bins. [If there is normally a second collection at this parish, the people would be asked to put their invitations and pencils in the basket along with their contributions.]
- 8). [As a helpful reminder, your pastor, intends to give you verbal cue to start collecting the invitations and the pencils after he finishes purifying the vessels on the Altar. (Usually, ushers collect the invitations and pencils after Holy Communion on their own initiative, without any cue.)]
- 9). After Mass, please separate the filled-out invitations from the blank ones [and from the money if there was a second collection]. Also the pencils should be collected together and put back in the plastic bins ready for the next Mass.
- 10). After each Mass, please go through every pew and collect any remaining blank invitations and pencils. Please keep an eye out for filled-out invitations since some people leave them in the pews.
- 11). Please also check the first collection in case some people mistakenly put their filled-out invitations in with their contributions for that collection.
- 12). Please give the filled-out invitations to me _____ along with the pencils and remaining blank invitations.
- 13). Please make the most of this. This is for the glory of Jesus in the Eucharist and the salvation of souls. Thank you!