



Guide for Collectors

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.

Prior to Mass:

1. 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.*
2. Be readily visible if someone needs assistance or directions to a particular area of the church.
3. 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".
4. Before Mass begins, be certain that Gift Bearers have been identified. If the flower has been removed from the vase on the table holding the Gifts, someone has agreed to present the Gifts and participate in the Offertory Procession. If you need to select Gift Bearers (i.e., the flower is still in the vase), choose people who reflect the diversity of those who worship in our faith community (families, single persons, older adults, etc.).
5. 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.

During the Mass:

1. 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.
2. 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.
3. When finished, you may assist other collectors in their aisles if they still have a number of pews from which to collect (particular attention should be given to the Blessed Virgin Mary side pews behind the side entrance vestibule). Then go toward the Baptismal font where the collection bag should be, and transfer the collection into the sealable, plastic sack in that basket.

4. When the entire collection has been placed in the sack, two collectors should verify that the bag is sealed appropriately. The sacristan takes the bag to the safe. If a sacristan is not available, an usher takes the bag to the sanctuary via the tabernacle side aisle and the bag is placed under the ambo.
5. 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. A First Aid kit is located in the Priests' Sacristy on the shelf above the telephone. An AED device is located in the rear of church near the St. Isaac Jogues statue.
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. A count is made of the number of people attending each Mass. The Mass Count is written in the booklet found in the Blessed Sacrament side confessional.

Thank you very much for participating in this ministry!

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