

USHERS' INSTRUCTIONS

- 1. The ushers should be provided with an ample supply of invitations and golf pencils before Mass.**
- 2. All the ushers should be given instructions about fifteen minutes before Mass begins. They also should be told to whom they should give the filled-out invitations.**
- 3. Toward the end of the homily, the priest will give the cue for the ushers to start handing out the invitations and pencils. He will say explicitly: "We ask the ushers to please hand out the invitations and pencils."**
- 4. The ushers should give an invitation and a pencil to everyone. They must not try to decide who gets an invitation or who doesn't.**
- 5. While the ushers are handing out the invitations and the pencils, the priest will continue on and explain to the people how to fill out the invitations. The priest generally finishes about the same time the ushers do.**
- 6. The priest 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. If there is a second collection, he will ask the people to put their invitations and pencils in the basket along with those contributions.**
- 7. The ushers should collect the invitations and pencils after Holy Communion on their own initiative, without any cue from the priest.**
- 8. After Mass the ushers should 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 boxes.**
- 9. The ushers should go through the pews after Mass and collect any remaining blank invitations and pencils. They also should keep an eye out for filled-out invitations because some people leave them in the pews.**
- 10. The first collection should also be checked. Some people mistakenly put their filled-out invitations in with their contributions for that collection.**
- 11. Finally, the ushers should give the filled-out invitations to the priest or other designated person, along with the pencils and remaining blank invitations.**