

Excited to have you all helping at the 6:30 Mass this Sunday at St. Elizabeth Seton.

- Please sign up using the sign up genius link here for the job you would like to do:  
<http://www.signupgenius.com/go/9040e48adaa2ba64-6302>
- All teens are asked to serve 4 times at the 6:30 Mass each Confirmation year (May 1- May 1) at St. Elizabeth Seton. For our 2-year Confirmation program, your teen will serve a minimum of 8 times.
- On the day of Mass, your arrival time is **6:10pm**-- if you are late, your assigned job may be reassigned and you will not be given the hour of credit for your Mass
- Sign in at the vestibule/sacristy- double doors to the left of the chapel if you are looking at the chapel/facing away from the main church- the counter has a binder where you will sign in for your job
- Please dress appropriately for serving at the Mass- if the Liturgical Coordinator does not feel you are dressed properly, they may decide to replace you for your role.
- Remember to record the date you serve at Mass on your service log sheet
- After you complete your commitment of helping at Mass 4 times you can continue to serve for service hours.

### **Jobs/Job Descriptions- When to do what at Mass**

**Greeters**- you will be at the church doors smiling and friendly from 6:15 until the end of the gathering song (first song) at which time you will find your seat. After communion you head out to the vestibule to hand out the bulletin at the end of Mass.

**Ushers**- when you sign in, you also choose what section you will usher by signing in on a church map. You get up to do collection (start the baskets) as soon as we are done with the Prayers of the Faithful- so when you see the person doing the prayers of the faithful (those when we respond "Lord hear our prayer") you should get ready to stand up for the collection. Start the first set of baskets- one in the front pew, one in the middle and then wait for those to go up and down all pews- collect them and take them to the vestibule- the liturgical coordinators will be there. If there is a second collection, then you will start that basket in the same pews- first

pew and one about 1/2 way up the section. The head ushers will give you this basket in the vestibule when you bring out the first basket. Collect these as you did the first set and bring to the vestibule. Return to your seat.

When Mass has concluded, please clean up your section gathering song sheets and garbage. You should plan to sit in the section you are ushering if possible or at least on the side of the church you are ushering so you will not have far to walk, otherwise, please plan to move to the back of your section during the Creed after the homily and walk down to start the collection for your section at the end of the Prayers of the faithful. After you have done your collection, you can return to sit wherever you like.

### **Bringing up the Gifts**

When collection is being taken up, please head to the vestibule of the church. The liturgical coordinators will give one of you the basket of money collected when it is ready. Then you walk into the entrance of the church. One of you pick up the wine, the other the ciborium (bowl with bread) and walk to the priest and altar servers who will be waiting by the altar for you. The basket of money is handed to the priest first, followed by the wine, then the bread. The priest may or may not offer a blessing/make the sign of the cross over you all. Bow and return to your seats.

Thank you all for your service this Sunday. Remember to bring your service log sheet.

Thank you!