

## **READER**

1. When you arrive to mass please check in at the sacristy. If Mass is inside, you will get The Book of the Gospels and report to the main entrance of the Church. If mass is outside, please get The Book of the Gospels and go outside the sacristy until it is time for the opening procession. By going to the sacristy and getting the book, this is how you will check in with Father or Deacon Bob so they know the reader has arrived. If Deacon Bob is present, you will hand off the Book of the Gospels prior to Mass beginning. If Deacon Bob is there he will carry up The Book of the Gospels..
2. During the opening procession please place the Book of the Gospels on the altar and stand by the chair next to the ambo marked "Reserved for Reader" until it is time to be seated.
3. You will not go out to sit in the congregation between readings.
4. If Deacon Bob is at the mass, he will read the petitions. If he is not, you will need to do so and come back up for those. Please come back up to the ambo during The Apostles' Creed. Father likes to have the reader ready as soon as the prayer is over, so please head back up no longer than half way through the prayer. The petitions will be already on the ambo ready for you. Remember when Deacon Bob is at mass he will read the petitions, and you will not need to worry about it.
5. You do not need to be a certain age to read.

## **EMHC**

1. You must be confirmed and in good standing with the Church to serve as a EMHC.
2. If Deacon Bob is present a EMHC is not needed. Maureen will note this on her schedule as she has Deacon Bob's schedule.
3. Please check in at the sacristy upon arrival so the sacristan knows you are present.
4. Fr Meyer will bring the chalice to his mouth and then sit it down. Please approach the altar as soon as Fr Meyer sits down the chalice.
5. Fr Meyer will offer you the body of Christ and then hand you the ciborium. You both will make your way to the congregation.
6. For children or those that have their arms crossed against their chest offer them a sign of peace by saying "Peace Be With You".

## **AFTER MASS COLLECTION**

1. After Mass retrieve the basket(s) from the main altar area and take to the non-working sacristy to organize and place in a blue UCB bank bag. The blue bank bag and night drop key will most likely be in the working sacristy.
2. Empty all contents from the basket into the blue bank bag.
3. Take the locked bag of money and the key to Civista bank in St Leon and pull up to the night drop located by the ATM.
4. The key unlocks the night drop, place the key and bank bag in the night drop.

## **USHER (OUTDOOR MASS)**

1. Please do a head count after the first reading. Write down attendance on the blue Mass attendance card which is located on the stainless-steel prep table inside the hall kitchen. Place the card in the collection basket.
2. There is no financial collection at the time. Collection baskets are located by the altar. The sacristan is responsible for setting out the baskets.
3. After communion, please grab the bulletins from the stainless-steel prep table and distribute at the end of Mass

## **USHER (INDOOR MASS)**

1. If Mass is indoors, ushers need to hold or prop open the doors before & after Mass and help parishioners find seats.
2. Please do a head count after the first reading. Write down attendance on the blue Mass attendance card & place the card in the collection basket.
4. There is no financial collection at the time. Collection baskets are located by the altar. The sacristan is responsible for setting out the baskets.
5. After Mass has ended, please pass out bulletins.
6. Prop open doors.