



SAINT CATHERINE OF SIENA CHURCH

31 Asbury Road

Farmingdale, New Jersey 07727

732-938-5375

Fax: 732-938-3260

USHER GUIDELINES

Presentation of the Gifts for Mass

The Ushers' role and duties for the Presentation of the Gifts are stated below. Please review them. This document is an addendum to the Usher Guidelines and is an outline of the Usher Ministry's responsibilities for the Presentation of the Gifts.

The Head Usher/Associate Head Usher is responsible for the following:

- Check to see if the Bread and Wine are on the table by the Baptismal Font. If they are not present retrieve one ciborium of unconsecrated hosts and the cruet of wine from the Credence table before Mass starts and put them on the table next to the Baptismal Font. (The Credence table is located behind the Altar, on the Organ side of the Church).
- Before Mass chose two congregants to take up the gifts. You may want them to sit in the pew next to the Baptismal Font. However, this not mandatory as long as you meet them after the First Collection at the Gifts Table so they may be assisted. **There may be special occasions when additional ciboria or cruets may be required if more than the usual two congregants are presenting the Gifts. The Parish office is responsible to notify the Head Ushers that a special request has been made and people chosen to bring up the Gifts for that Mass. Those people will be instructed by the Parish office to meet with the Head Ushers 20 minutes before the Mass so that the Ushers are aware of their presence.*
- The First Collection is to be taken up after the Intercessions as per usual and BEFORE the Presentation of the Gifts.
- Presentation of the Gifts: The Gifts are to be brought up after the First Collection. It is suggested that you inform the congregants when they are chosen that they are to be present at the table where the Gifts are located after the First Collection has begun. Be sure that as Ushers, you advance to the table immediately after the First Collection so that you can assist the congregants with the Gifts. After the First Collection has concluded the Celebrant will start down to the foot of the Altar. The Usher and the Bearers of the Gifts should use this as a cue for the Gifts to be brought up to the Celebrant.
- If for any reason congregants cannot be found to present the Gifts it is incumbent upon the Ushers to be the Bearers of the Gifts and present them to the Celebrant at the time specified in the previous section.

Please contact Father Angelito or George Zieminski should you have any questions or comments concerning the protocol as written.

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