

PROCEDURES FOR GIFT BEARERS

Please be responsible for calling a substitute before the weekend you are scheduled if you cannot be present.

GATHERING

1. Please arrive **10-15 minutes** before Mass begins.
2. Notify the Ministers of Hospitality that you are present to carry up the gifts. Determine the number of ministers in your family and who will carry up the water, wine, bread and large collection basket.
3. You are invited to gather in the Visitation Commons for prayer with the other liturgical ministers. You may wish to reserve your place in the church before coming to the Visitation Commons.

PREPARATION OF ALTAR AND GIFTS

4. As the collection begins and it passes the pew you are seated in, move to the table near the Broadway entrance where the gifts of bread, water, wine, and collected money are placed.
5. Allow the ministers of hospitality to put the collected money in the large basket and pick up the remaining gifts from the table. Begin to walk up the center aisle immediately. **DO NOT** wait for the presider to get out of the chair.
6. **The collected money in the large basket is received FIRST** by the presider. Make sure that the person carrying the large basket is in the front as you approach the presider and the servers. Then, the presider receives gifts of water, wine and bread. **After presenting the gifts, all ministers bow together** and return to your seats.

Finding Substitutes: Please be responsible for calling a substitute **before** the weekend you are scheduled if you cannot be present. It is important to choose a substitute from the **current** list of Gift Bearers. These are the people who have expressed a desire to do this ministry and have received training.

Appropriate Dress: Dress pants and shirts, skirts (not above the knee), and dresses are recommended. **Remember that you represent St. Mary's Parish** in this ministry.

Contact the Liturgy Office (452-5656, x 16, smliturgy@wacs1.org) with questions or concerns.

Thanks for sharing your gifts in the ministry of the Gift Bearer!