

Instructions for In-Pew Collections and Bringing Up the Gifts

1. A minimum of 4 greeters are needed for each Mass, and 5 greeters are preferred for the Sunday 9:30 and 11:15 Masses.
2. As shown on the attached Collection Map, the church is divided into the following color-coded zones:
 - Left – Greeter 1 (**G1**) -- 4 white baskets ("**W#**") needed.
 - Center-Left – Greeter 2 (**G2**) — 2 green baskets ("**Gr#**") needed.
 - Center-Right – Greeter 3 (**G3**) — 2 green baskets ("**Gr#**") needed.
 - Right – Greeter 4 (**G4**) -- 4 white baskets ("**W#**") needed.
 - Benches/Narthex/Chapel – Greeter 5 (**G5**) — 3 purple baskets ("**P#**") needed.
3. If there are only 4 greeters, then the Left Greeter (**G1**) is responsible for the purple basket (**P1**) to be started at the Left Bench and the Right Greeter (**G4**) is responsible for the purple basket (**P2**) to be started at the Right Bench and the purple basket (**P3**) to be used in the Chapel. The Narthex will be collected as Greeters advance to the safe.
4. **IMPORTANT -Before Mass starts, the greeters should decide among themselves who will take which zones.**
5. **IMMEDIATELY AFTER THE HOMILY**, the greeters should position themselves with the appropriate baskets in hand **at the first drop-off points for their zones** as indicated on the map (**G1, G2, G3, G4** and **G5**). **Note that the center aisle greeters, G3 and G4, should be at their front rows directly in front of the altar.**
6. **As soon as the Creed AND the Prayers of Faithful are concluded**, the greeters should distribute baskets as follows (**SEE RED ARROWS ON MAP.**):
 - **Left Zone:** Greeter **G1**, as shown on map. Pause and wait in "the Slot" until you can determine the side on which basket **W3** will come out and then drop basket **W4** as appropriate. Additionally, if there are only 4 Greeters, be sure to send purple basket **P1** down the wall bench as you are completing your pews.
 - **Right Zone:** Greeter **G4**, As shown on map. Pause and wait in "the Slot" until you can determine the side on which basket **W7** will come out and then drop basket **W8** as appropriate. Additionally, if there are only 4 Greeters, be sure to send purple basket **P2** down the wall bench as you are completing your pews and remember to conclude by collecting in the Chapel with purple basket **P3**.
 - **Center-Left Zone: IMPORTANT – THIS GREETER (**G2**) WILL BE ONE OF TWO GREETERS BRINGING UP THE GIFTS.** Drop green baskets **Gr1** and **Gr2** as shown and wait (hopefully) briefly at **Gr2** drop-off point. Collect green basket **Gr1** ASAP and immediately proceed back to the Baptismal Font, hand **Gr1** to the Sacristan and prepare to bring up the gifts. Leave green basket **Gr2** to find its own way back to the Sacristan – you may retrieve your baskets from the Sacristan when you return from bringing up the gifts.
 - **Center-Right Zone: IMPORTANT – THIS GREETER (**G3**) WILL BE ONE OF TWO GREETERS BRINGING UP THE GIFTS.** Drop green baskets **Gr3** and **Gr4** as shown and wait (hopefully) briefly at **Gr4** drop-off point. Collect green basket **Gr3** asap and immediately proceed back to the Baptismal Font, hand **Gr3** to the Sacristan and prepare to bring up the gifts. Leave green basket **Gr4** to find its own way back to the Sacristan – you may retrieve your baskets from the Sacristan when you return from bringing up the gifts.
 - **Benches/Narthex/Chapel:** Greeter **G5** (if there are 5 Greeters) drop purple baskets **P1** and **P2** as shown on the map. Use purple basket **P3** to collect in the chapel and, finally, in the Narthex.
7. In the Left and Right zones, it is important to monitor where the baskets actually go after you drop them off. Sometimes they go in unexpected directions (particularly when the parishioners in the pews try to "help" us with the collection process) -- it is important that we get complete coverage of all pews.
8. When the collection is done, it is important to count the baskets to ensure that all baskets have been retrieved. All baskets should be taken to the room where the priest vests. Two greeters (**ONLY**), or a greeter and the Sacristan (**ONLY**), should take the collection money and envelopes from the baskets and place them in the plastic deposit bags, which are then placed in the safe that is in the closet.

Holy Trinity Catholic Church Collection Map

