

Training Student Volunteers and Informing Ushers

The parish may recruit students who are preparing for Confirmation to distribute Appeal envelopes before Mass and collect the pledge envelopes when time. This not only provides a good service project and learning experience, it also assures that you will have plenty of help. If you choose to recruit students, please be sure there is enough adult supervision and enough training to assure that materials are prepared and volunteers are at their “stations” well before Mass begins and that all completed envelopes are retrieved.

You will need one student at every entry of your church. During the video they will also need to provide extra envelopes for parishioners that may not have received one. They should also take care of any people who are standing, are in the choir, choir loft, or cry room.

Each parish/mission should hold a practice session for the student volunteers. The pastor or parish/mission administrator should play through the final portion of the video that gives the in-pew instructions.

The pastor or parish/mission administrator and the campaign chairperson assigned to coordinate in-pew activities should train the students. Assign the students to their respective areas and then have them assemble in that area of the church where they will wait for the signal to collect the envelopes (if applicable).

Have the pastor or parish/mission administrator play Bishop Estévez’s video message and watch for when the in-pew process portion begins. Have the students listen for the in-pew process to begin – signaling them to move to their assigned areas. Those working the aisles can provide any additional envelopes where there are shortfalls.

The ushers and/or students will either (a) collect the BASA envelopes immediately after the in-pew process or (b) encourage parishioners to drop their completed envelopes in the basket before leaving Mass. Make sure that the decision on who will do this is made and communicated well ahead of time.

If a parish cannot, or chooses not to, recruit student volunteers, the ushers and other volunteers should be asked to distribute the envelopes before Mass and collect them following Mass. They will also need some brief training to ensure that the process is followed.

To ensure that the students attend their assigned Mass and report at the right time and place, we recommend sending a letter home with them after the practice session. (see letter templates in resources)

Students or ushers will also need the following information:

It is a good idea to provide it in writing.

1. Where to report
2. What time to report
3. Where to pick up supplies
4. Which specific entryways they will work
5. When they will be expected to move to their assigned locations during the homily
6. What to do while the faithful are completing their pledge envelopes
7. Where to get the collection baskets (if appropriate to your parish)
8. Where to empty the baskets after they collect the pledge envelopes (if appropriate to your parish)
9. Where to return baskets (if appropriate to your parish)



<Date>

Dear <First Name>,

Thank you for volunteering your time to help <Parish Name> conduct our 2020 Bishop's Annual Stewardship Appeal. You are scheduled to assist at the following Mass(es) on Commitment Weekend:

Date:

Mass Time:

Please arrive by:

To briefly recap key points of our training, supplies needed should be picked up from <location in church>. Wait <location> until the signal is given to go to your assigned position. While parishioners are filling out the envelopes, look around to make sure one member of each family has an envelope available to them. *If you are asked, envelopes should be completed even if they have already made a pledge or know they are unable to pledge. This ensures the Diocese follows-up with them properly.* Baskets to collect pledges will be placed <location> for you to pick up. Once you place the completed envelopes in <location>, please return the baskets to <location>.

Please call <###-###-####> if you have any questions or concerns, and we look forward to seeing you on Commitment Weekend!

God Bless,

<Pastor or Chair>