

Gift Bearer Coordinator responsibilities

– arrive 20 minutes before the start of the liturgy

--check bathrooms in ushers/brides rooms for cleanliness and replenish missing supplies. Supplies should be in one of the cabinets in Ushers' Room, but if not – they are in the furnace room behind the chapel.

--count quantity of vessels on the gift table – also check for large host in the priest's vessel and at 9am Mass, check for the Atria and Heathwood vessels. *(Once a month at all masses, there is a wicker basket with food items for Philip the Van – this needs to be carried down and placed on the top step in front of the altar)*

--select enough gift bearers (no more than two gifts per person) to process down the aisle while altar is being prepared

– instruct them when to go down the aisle - when the priest or deacon rise from their chair. Two side by side – or three, but not in a single file line and hand the vessels to the deacon/priest. Ask them to bow and return to their respective seats after all vessels have been handed to the deacon/priest.

--check to be sure there are enough altar servers/clergy to receive all the gifts. For example: 8 gifts – at least three altar servers and one clergy needed. If not then the gift bearer coordinator should help receive the gifts and take them to the altar.

– other things to look for:

1) be sure the baptism candle has been lighted if there is a baptism scheduled and make sure that it is put out following that mass.

2) just before mass check to be sure the altar candles have been lighted by the altar servers.

3) Be sure that the baptism family members have gift bearers and know to meet you at the gift table following the baptism – they should stay in the back after baptism to meet you during the Prayers of the Faithful