

## ***St. Francis of Assisi*** ***"Pledge Sunday" Usher Instructions***

Dear Ushers:

Thank you so much for your assistance. You will be asked to help pass out and collect the In-Pew pledges at Masses the weekend of April 14/ 15 and some Masses on April 22<sup>nd</sup> and some Masses on April 29<sup>th</sup>.

### ***The objectives of Pledge Sunday are:***

1. To pass out all pledge forms once Father John or Father Loi has begun their presentation regarding the capital campaign.
2. To ask that all parishioners participate in filling out the pledge form, even if they have already pledged or will not be making a pledge today.
3. To collect all completed pledge forms.

Golf pencils/ pens should be located in the pews prior to the start of the Mass.

### ***The Pledge will be conducted as follows:***

At the homily, Father John or Father Loi will speak about the capital campaign for St. Francis. Shortly after they begin talking about the campaign, ushers will come forward and pass out pledge cards. The yellow pledge cards for your Mass will be in the Ecclesial Community box. A Post It notes has been placed every ten (10) pledge cards for easier distribution. The Father John/ Father Loi will be asking each family (adult parishioner) to complete a pledge form as part of their remarks.

Father John/ Father Loi will outline the need and then talk the congregation through the pledge form, line by line.

At the conclusion of their remarks, they will call the ushers forward to collect the pledge forms. (The pledges should be collected independent of the normal parish collection.)

The completed pledge forms should be then placed in an envelope with the corresponding Mass time on the front. After Mass the envelope should be returned to the flower room.

### ***A couple of items for consideration:***

Before and after each Mass, check the pews to make sure there are sufficient pens (one pen for every two chairs) in each row.

Before and after each Mass, check each pew and remove all unreturned pledge forms. Please recycle blank pledges.

Thanks again for your assistance!