

Weekday Minister Guidelines – St. Patrick Church – July 2012

For All Ministers at the Celebration of the Eucharist

Remember to be at Mass at least 10 minutes before Mass begins and (on weekends) sign the Sign in Sheets.

- If for any reason you cannot make your scheduled time, it is your responsibility to try and find someone to replace you. Please take your schedule seriously!!!
 - Conversations before Mass should be respectful of persons trying to pray quietly.
 - All ministers normally genuflect upon entering and leaving the sanctuary. If one is unable to genuflect, then a bow is appropriate.
 - When moving about the sanctuary during Mass, we do not reverence (genuflect or bow) the tabernacle.
 - Actively participate in prayer and song when present in the sanctuary.
 - Ministers in the sanctuary stand during the Eucharistic Prayer, and bow when the priest genuflects after the showing of the sacred elements.
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Weekdays – Altar Servers

Overview

- Process in with the priest.
- Bring the Missal to the priest when he says “Let us pray.” Return to your place when the prayer is concluded.
- At the Preparation of the Gifts, (after the homily) the server brings needed items to the priest.
 - Bring the bowl paten and wine pitcher to the priest.
 - Bring the water and wine cruets to the priest after he offers up the bread.
 - Bring the water bowl and towel to the priest after he offers up the cup.
- After the Breaking of the Bread has begun, bring the two cups with their purificators to the altar.
- Receive the empty pitcher from the priest and place it on the credence table.
- After Communion, bring the water cruet to the priest for the purification of the chalice.
- Receive the chalice and bowl paten from the priest after he has purified them.
- Retrieve the Missal from the altar and return to your chair.
- Bring the Missal to the priest for the Prayer after Communion.
- Process out as usual.

Entrance: Process in with the priest, walking before him. The Missal should already be in the sanctuary, on the bench next to your chair. Genuflect with the priest before entering the sanctuary. (Anyone unable to genuflect should bow instead.)

Opening Prayer: When the priest says “Let us pray”, immediately come over to him with the sacramentary, standing a bit to the side. After an appropriate silence, the priest will open the book, pray the prayer, and close the book after the prayer is completed. Once the prayer is done, place the Missal on the left side of the altar (near the corner) and return to your place. (Hint: Simply hold the book before you with the lower edge of the back of the book resting in your palms. This allows you to move a hand over to support both sides of the book when it is open. Hold the book at a slight angle and try not to move the book around once the prayer has begun.)

Preparation of the Gifts: When the priest is finished with the homily, bring to him first the bowl paten containing the hosts for mass, and the small pitcher containing the wine, handing them to him (rather than placing the cruet on the altar.). After he has offered up the bread, bring over the two cruets of water and wine that he may prepare the chalice. Return these to the table, and then bring up the water bowl and towel for the washing of the hands. Return to your place.

Communion Rite: After the Breaking of the Bread has begun, bring to the altar the two silver cups, and the two purificators. Place the cups near the corner of the altar, and the two purificators to the left side of the cups. Be ready to receive the empty wine cruet from the priest after he has filled the two silver cups, and return it to the table.

Distribution of Communion: Remain on your side of the sanctuary for communion and the priest will bring you communion at your place.

After the distribution of Communion is finished, bring the cruet of water to the priest for the purification of the chalice. Return this cruet to the table, and go to the priest to receive from him the remaining vessels. Retrieve the Missal from the altar and return to your place.

Closing prayer: Following the period of silence after Communion, bring the Missal to the priest when he says "Let us pray". Hold the book as above, then return to your place with the book, once the prayer is completed.

Process out as usual.

Weekdays – Lectors

Overview

- The Lector places the Lectionary on the pulpit before Mass, and is seated with the congregation
- After the Opening Prayer, the Lector enters the sanctuary, goes to the pulpit and proclaims the first reading.
- After a suitable meditative silence (30-40 seconds), the Lector reads the Responsorial Psalm.
- After the Responsorial Psalm, the Lector returns to his/her place with the congregation.

Preparation: A variety of resources are available to prepare one's readings before arrival at Mass, including "Magnificat", "Give Us This Day" or the internet (<http://www.usccb.org/nab/>). While this preparation is essential to effective proclamation of God's Word, it does not replace becoming familiar with the readings as they are laid out in the lectionary: placement on page, sense lines of the readings, etc. For this reason, the lectionary should be in the sacristy prior to Mass, so that the lector can prepare properly, make sure the correct page is set, etc. The lector is responsible for seeing that the lectionary is on the pulpit prior to Mass. Keep in mind that there are frequently a variety of options for the readings at daily Mass. When in doubt, ask the priest.

The lector sits in a pew near the front of Church, and comes up into the sanctuary at the appointed time. The lector is responsible for proclaiming the first reading and the responsorial psalm. The alleluia is omitted when not sung.

The Readings: When it is time for the first reading, come up into the sanctuary. (Note that during Mass, we do not genuflect to the tabernacle when entering or leaving the sanctuary.) Step up to the ambo, and proclaim the Word from the lectionary (not a missalette). We do not say "The first reading today is ..." or "The Responsorial Psalm is ..." (if the response is read), but rather simply read what is in the book. Try to make eye contact, holding the lectionary in your hands or not as works best for you.

At the end, a very brief pause before saying “The Word of the Lord” helps to distinguish the scripture itself from the acclamation at the end. Remember that this acclamation (“The Word of the Lord”) refers to the Word just proclaimed, not to the book, which is why we do not lift up the lectionary itself at this point.

After the reading is completed, it is appropriate to take a step back from the ambo for the period of meditative silence (30-40 seconds) and then step back up to lead the response. When the response is completed, return to your seat in the pew.

The meditative silence mentioned here follows the first reading, but not the responsorial psalm. It should not be just a token moment of silence, but rather a time of silence allowing all to reflect on the Word of God that has just been proclaimed in our midst. It seems that 30 to 40 seconds is the minimum time necessary to actually reflect on the Word, and expresses the honor and respect due to the Word of God. When there is a second reading (e.g., on Feasts and Solemnities), the second reading follows immediately after the Responsorial Psalm.

Even at daily Mass, when some people may feel rushed, we should take the time to properly celebrate God’s great gift of the Mass.

Always remember to position the microphone in front of your face, and to speak loudly and clearly. It is sometimes helpful to think of oneself as speaking to someone in the 3rd or 4th pew.

Weekdays -- Extraordinary Ministers of Communion

Overview

- When the Breaking of the Bread has begun, move from your pew into the sanctuary, and stand in a line at the side of the altar.
- If assigned (e.g., during Lent): The minister for the Body of Christ moves directly to the tabernacle and brings the ciborium to the altar (placing it on the end of the altar). After Communion, return to the altar. Wait for the celebrant to place the remaining hosts in the ciborium, and return the ciborium to the tabernacle. Then return to your seat in the congregation.
- After receiving Communion, offer the cup to server (and bread minister if assigned) and go to your station.
- At the end of the Communion Procession, cup ministers return to the sacristy, and there consume what remains of the Precious Blood. Then return to your seats in the congregation.
- Cup ministers return to the sacristy after Mass is completed and purify the sacred vessels.

On weekdays, Eucharistic Ministers take their place in the pews, not too far from the sanctuary. After the Breaking of the Bread has begun, they come up into the sanctuary and take their places on the side opposite the altar server.

After receiving communion, the priest will minister the Body of Christ to all the ministers. He will then minister the Blood of Christ to the cup ministers, handing them their cup as he does so. After receiving from the cup, the minister for the left side offers the cup to the bread minister if there is one, and then goes directly to his station near the font. The other minister offers the cup to the altar server and then goes to their station on the right.

In ministering the cup, hand the cup to the communicant that they may drink from it, with the words, “The Blood of Christ”. Take the cup back, wipe the lip of the cup with the purificator, and turn the cup slightly and then offer the cup to the next communicant. Note that communicants are not allowed to dip (intinct) the host into the cup (because of the danger of spilling).

When the Ministers of the Precious Blood are finished, they will return to the front of the altar together, bow and then go the side room where they will consume the remainder of the Precious Blood, leaving the cups there to be purified later. Return to your place with the congregation. When Mass is completed go back into the side room and purify the sacred vessels according to the procedures posted.

When there is a second minister of the Body of Christ assisting the priest (e.g. during Lent): come into the sanctuary when the Breathing of the Bread has begun, go directly to the tabernacle, and bring the ciborium to the altar (leaving the lid at the tabernacle), placing it on the left side of the altar. After receiving under both kinds, accept the vessel with hosts from the priest, pass behind the altar and go to the usual station on the right. When communion is completed, return to the altar and allow the priest to place any remaining hosts in the ciborium. Return the ciborium to the tabernacle, and return to your place in the pews.

How to purify sacred vessels

What is remaining of the Precious Blood is first consumed. Then a small amount of water is poured into the vessel, “swished” around, and this too is consumed. (If purifying multiple vessels, this water may be poured into the other vessels before consuming it.) After the water is consumed, the vessel is wiped dry with a purificator. (The same procedure is used for the carafe which held the Precious Blood on the altar.)

Never is the Precious Blood to be poured out into the sink or sacrarium.