

Weekend 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 person 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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Lectors – Weekend Guidelines

Overview

- Take your place in the sanctuary before Mass begins, bringing with you the Lectionary and petitions folder.
- Move to the pulpit after the Opening Prayer, and proclaim the first reading. Simply take your seat after proclaiming the reading.
- Move to the pulpit after the Responsorial Psalm, and proclaim the second reading. Then simply be seated.
- As the Creed is ending, move to the pulpit for the petitions. Read the petitions after the priest's opening prayer, and remain at the pulpit through the priest's closing prayer.
- Move to the pulpit after the Prayer after Communion is prayed, and read the announcements.

Preparation: A variety of resources are available to prepare one's readings before arrival at Mass, including our own missalettes. 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.

The Lector is seated in the sanctuary prior to the beginning of Mass

The Lector is responsible for proclaiming the first and second readings (and the responsorial psalm if not sung), the prayer of the faithful, and the concluding announcements.

The Readings: When it is time for the first reading, 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, simply be seated. Do not turn pages or move the ribbon.

The meditative silence (normally timed by the cantor) follows the first and second readings, 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 it is time for the second reading, the lector approaches the pulpit, turns the page as necessary, and proclaims the reading as above, taking a seat when done. Again it is not necessary to turn pages or move the ribbon around at the conclusion of the reading.

The Prayer of the Faithful: The Prayer of the Faithful has three parts: a) the priest’s introduction, b) the petitions themselves, and c) the priest’s concluding prayer. One should be at the pulpit during all three parts. Step up to the ambo with the binder open to the correct page as soon as the Creed is completed. The prayers begin as soon as the celebrant completes the introduction. Upon finishing the prayers, remain at the ambo until the celebrant’s concluding prayer is completed.

Concluding Announcements: The announcements are done after the P Prayer after Communion (not during the meditative silence that follows Communion). Simply approach the pulpit after the prayer, make the announcements and return to your place. Remain in the sanctuary until the recessional is completed.

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.

Extraordinary Ministers of Communion – Weekend Guidelines

Overview

- After signing in, take your place in the congregation wherever you would like, though the end of a pew is usually preferable.
- When the Breaking of the Bread has begun, move from your place into the sanctuary, and stand in a line at the side of the altar.
- 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).
- At the end of the procession, when necessary, the bread minister goes to the back of Church to minister to the infirm and to the organist, returning to the altar when done.
- Allow 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.
- At the end of 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.

Preparation: Communion Ministers are seated in the congregation before Mass. Make sure the sacristan knows that you are present to serve.

Entering the Sanctuary: Leave your pew when the priest has begun the Breaking of the Bread. It is not necessary to bow or genuflect when entering the sanctuary. Cup ministers form a line at the side of the sanctuary, facing the altar. The bread minister goes directly to the tabernacle (do not genuflect) and brings the ciborium to the altar. Leave the lid at the tabernacle, and place the ciborium on the end of the altar (not near the middle so as to lessen chances of it being overturned). Join the cup ministers at the side of the sanctuary.

Communion Rite: At the Sign of Peace, remain in your place and share a sign of peace with those around you. It is preferable not to wave to people in the congregation.

After the priest receives communion, he will distribute the Body of Christ to all the ministers in the sanctuary. Following this, the two cup ministers will receive their cups from the priest, beginning on the priest's right. The first person to receive their cup should receive, and then minister the cup to the bread minister. The other cup minister should receive, and then pass behind the altar and offer the cup to the ministers on that side. After the bread minister receives his/her vessel from the priest, he/she should pass behind the altar, and both ministers go to their stations to distribute communion. Communion is distributed first (under both kinds) to any handicapped or frail persons who may be in the first pew, on either side.

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 all the people have come up to receive communion, the minister assisting to distribute the Body of Christ should proceed to the back of church, walking down the middle aisle. Once there, distribute communion to any handicapped persons, as well as to the organist. If the organist has not yet come down to receive (e.g., if the singing has not ended) proceed up to the choir loft. Once done, return to the altar, where the priest will put any remaining hosts into the ciborium, which you then return to the tabernacle and return to your place. Note: Normally, everyone other than the handicapped and the musician will be expected to process to the front of Church to receive communion, including those in the cry room. This preserves the ritual action of processing to the altar for communion, as well as allowing one to receive communion under both kinds, which is highly recommended.

When the ministers of the Precious Blood are finished they should return to the front of the altar, bow to the altar, and then proceed to the side sacristy (baptistry side). They should consume what remains in their cups in that side room. (This allows them to assist each other should a larger quantity remain.) They then return to their places in the congregation.

After Mass: At the end of the celebration, The Eucharistic Ministers will return to the sacristy and purify the sacred vessels

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.

Altar Servers – Weekend Guidelines

Overview

- The server carries the processional cross in the Entrance Procession.
- Arriving at the sanctuary, the server passes on the right side of the altar, and faces the people from directly behind the altar. When the priest enters the sanctuary, the server brings the cross into the sacristy (pulpit side) and places the cross in the stand, then moves to his/her chair.
- 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, the server brings needed items to the priest.
 - First bring the Missal to the priest when he moves to the altar.
 - Place the chalice on the corner of the altar while the priest is receiving the gifts.
 - 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 carafe 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.
- After the Prayer after Communion, retrieve the cross from side sacristy, and wait at your chair.
- After the dismissal, while the priest reverences the altar, move to the center aisle and face the altar.
- Turn and process out after the priest genuflects.
- Return the cross to the stand in the back sacristy.

Procession: The server does not bow with the cross on entering the sanctuary. Move to a spot between the altar and the tabernacle, facing the people. As the priest enters the sanctuary, bring the cross into the side sacristy, place it in the stand, and move to your chair.

Entrance Rite: At the beginning of the Mass, when the priest says “Let us pray”, the Altar Server should bring the Missal to the priest at his chair. 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, return to your place, bringing the Missal with you. (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: The priest will move to the altar to receive the Missal. He will then go by himself to receive the gifts. While he does this, the server then brings the chalice, with the purificator and pall, to the altar, placing them on the right corner. After the priest offers up the bread, bring over the cruets with the wine and water. Return these to the table, and immediately bring the water and towel for him to wash his hands. Return to your place.

Communion Rite: Stay in your place during the Our Father and the sign of Peace. After the Breaking of the Bread has begun, the Server will bring up the two silver cups and the purificators to the altar, placing them on the right side of the altar. Be prepared to receive from the priest the empty carafe, after he has poured the Precious Blood into the cups.

After communion, when the priest is ready to purify the chalice, bring over the cruet with water, and pour a moderate amount into the chalice, stopping when the priest tells you to. Return to your place. When he is ready, receive the chalice and other vessels from the priest, and return them to the side table. Retrieve the Missal from the altar, in preparation for the Prayer after Communion.

Concluding Rite: Following a period of silence after communion, Father will say "Let us pray". At this time the server should bring the Missal to the priest, holding it for him while he prays the Prayer after Communion. After the prayer is finished, return to your place with the Missal.

Recessional: After the Prayer after Communion, the server retrieves the cross from the sacristy, and remains with it by his/her chair during the concluding announcements and dismissal. After the final blessing and song announcement, when the priest moves to reverence the altar, the server brings the cross into the main aisle, and turns, facing the altar. After the priest genuflects, the server turns and leads the procession to the main doors. Return the cross to its stand in the back sacristy.