GUIDE TO THE LITURGICAL MINISTRIES

ST. MARK THE EVANGELIST PARISH

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Index

Altar Servers ................................................................. 3
Altar Servers Prayer ................................................... 3
Altar Duty Steps .......................................................... 4
Altar Server Definitions ............................................... 8
Usher and Greeters ....................................................... 10
Usher and Greeters Prayer ............................................ 10
Usher and Greeters Responsibilities ............................. 11
Usher and Greeters Map ............................................... 15
MEDICAL EMERGENCY PROCEDURES ..................... 16
Usher and Greeters Glossary ....................................... 18
Communion Ministers .................................................. 19
Communion Ministers – St Marks Procedures ............... 22
Communion Ministers – Map ....................................... 23
Lectors ................................................................. 24
Lectors Prayer ........................................................... 24
Lectors Preparation ....................................................... 26
Lectors Website Preparation ......................................... 27
Lectors Procedures – St Marks Procedures .................. 28
Ministry Scheduler Pro (MSP) ...................................... 30
Finding Substitutes for your Ministry .......................... 31
Altar Servers

An Altar Server’s Prayer

Dear Lord Jesus,
  thank you for
calling me to
serve You at
Your Holy Altar.
  During the celebration of the Eucharist
  I know that the priest takes Your place
  when, together with your People and in
  the name of the Church, he makes present
  again Your Passion, Death and Resurrection.
  Help me to carry
  out my role with
  prayerful dignity
  and participation
  in this memorial of
  the Last Supper.
  Let me remain close
  to you on earth that
  one day I may share
  in Your glory. Amen.
Altar Server Duties/Steps

ARRIVING
1. Please arrive in the Vesting Room at least 10 minutes early to sign in and put your alb on.
2. Choose an alb that is about 4 inches off the ground. Any longer and you could trip.
3. Check the calendar on the wall for the correct color of cincture cord.
4. Wait at the table in the Vesting Room until Mass is to begin.
5. Decide with the other server who will be in charge of the Roman Missal (the book).
6. If you are in charge of the Roman Missal, take it with you.
7. Follow the priest to the church entrance and line up.

WALKING IN
1. Walk in slowly, side by side.
2. If you are in charge of the Roman Missal (book), carry it in front of you, holding it at the bottom.
3. When you reach the steps, both of you move to the Font-side (right) of the steps and wait for the priest.
4. Bow together with the priest.
5. Go to your pew.

AFTER THE GLORIA PRAYER, IF YOU’RE IN CHARGE OF THE Roman Missal (THE BOOK)
1. Pick up the book. Watch for the priest to signal you or listen for him to say “Let us pray…”
2. Take it to him. He will open it.
3. Hold it for him until he closes it.
4. Once he closes it, take it back to your pew and sit down.

PREPARATION OF THE GIFTS
1. If you are in charge of the book, when the Priest moves to the front of the steps to receive the bread and wine, lay the book on the altar.
2. Servers go to front of steps with the Priest—one on each side of him.

If the priest hands you the wine, you help with the wine process and carry the towel:
1. Take it to the altar on the same side as you were standing.
2. Go immediately to the Credence table in the back and get the cruet (small pitcher of water). Take the lid off.
3. Take the small pitcher immediately to the priest, who will pour some of it into the large pitcher and hand it back to you.
4. Take the small pitcher back to the Credence table. Also wait for the priest to give you the large wine pitcher. Put the large pitcher on the Credence table on the towel.
5. Pick up the towel, drape it over your arm, and go with the other server to wash the priest’s hands.
6. When the priest is done drying his hands, he’ll give you back the towel to take back to Credence table.
7. Return to your pew with the other server.
If the priest hands you the bread, you help with the washing of his hands:
1. Go to the Credence table and get ready for the washing of the priest’s hands.
2. Wait for the other server to return with the empty small pitcher.
3. Carry both the bowl and large water pitcher (one in each hand).
4. When the priest is done, carry the bowl and large water pitcher back to Credence table.
5. Return to your pew with the other sever.

After the Holy, Holy, Holy is sung:
1. Kneel at steps. If you weren’t in charge of the book, kneel by bells.
2. When the priest says “…which will be given up for you” and RAISES the host above his head, ring the bells until he lowers it.
3. When the priest says “Do this in memory of” and RAISES the cup above his head, ring the bells until he lowers it.

After Our Father...
1. Go to the altar to shake hands with priest to offer sign of peace.
2. The priest will give one of you the Roman Missal (book) to take back to the pew with you. If he doesn’t, pick it up from the altar.

After Communion...
1. After you receive Communion, kneel and say your prayers. You may then choose to sit in the pew.
2. Wait for the Host Minister to take extra hosts to the Tabernacle and lock the door.
3. Once everyone rises from kneeling, go to Altar and get the host bowls and take them to the working sacristy (in back).

After Announcements...
1. When the priest says motions to you or says “Let us pray…” take the Roman Missal (book) to him.
2. Hold it for him until he closes the book.
3. Take it back to your pew with you.

When closing hymn begins...
1. Pick up the Roman Missal (book) if you are in charge of it.
2. Move to font side of steps and wait for priest.
3. When he comes down to floor, bow with him.
4. Turn together and walk slowly out in front of the Priest.

IF YOU’RE IN CHARGE OF THE ROMAN MISSAL (THE BOOK), here is a list of your BOOK duties:
1. Carry it in holding it at the bottom in front of you.
2. After the Gloria prayer, pick up the book. Watch for the priest to signal you or listen for him to say “Let us pray…”
3. Take it to him. He will open it.
4. You hold it for him until he closes it.
5. Once he closes it, take it back to your pew and sit down.

When the priest goes forward to receive the bread and wine...
   Take the book to the altar and then go to the steps with the priest.
After Our Father...
1. Go to the altar with the other server to shake hands with priest to offer sign up peace.
2. The priest will give one of you the Roman Missal (book) to take back to the pew with you. If he doesn’t, pick it up from the altar.

After Announcements...
3. When the priest says “Let us pray...” take the Roman Missal (book) to him.
4. Hold it for him until he closes the book.
5. Take it back to your pew with you.
6. Carry it out of church at the end of the service.

REMINDERS
• When walking, walk slowly.
• When standing, stand up straight with your hands folded in front of you.
• When sitting, sit up straight.
• Remain reverent at all times.
• Please do not chat with the other server.
• Keep your eyes on the priest...this will ensure you stay engaged and know when it’s time to do something.
• Work hard to say all of the prayers/responses. This will also keep you engaged. Remember the congregation is watching you!
• If you must yawn, cover your mouth so the entire congregation doesn’t see your tonsils!
• If you attend Mass but aren’t scheduled to serve, please check the Vesting Room to see if a server is needed.

Training
Training is required before you are eligible to serve. You will receive appropriate training to get you started. During the training you will learn some basic information about the Catholic Church and the Mass. You will also learn how to carry out specific tasks while serving at the Altar. After you have progressed satisfactorily in training, you will be assigned to serve for several times with an experienced server.

Posture
Posture is how you are using and positioning the parts of your body at a particular time. A server has to carry out a number of different actions at Mass, and so there are a number of different postures.

Walking
We do a lot of walking everyday and sometimes we get sloppy as we do it. Always walk with your back straight and your head held high. When you process in and out of Mass, stay centered in the aisle and keep your eyes straight ahead.

Bowing
When you bow to someone or something during the Mass, it should be a smooth forward inclining of your head and shoulders. When you bow to the Altar (which symbolizes Jesus), bow deeply at the waist and bring yourself slowly to our full height. When you bow to the Priest, bow your head slowly and gracefully. Never walk and bow at the same time: stop before bowing. Note: Any time you are holding or carrying anything (a Book, the Processional Cross or a Candle) you do not genuflect and may bow (only a bow of the head).
Genuflecting
When you genuflect, keep your hands in front of your chest while you go down on your right knee. Keep your body straight. Do not wobble back and forth, or you may look like a new born lamb trying to walk. Be sure that your alb is not going to trip you on the way down or up.

Kneeling
When you kneel, your body should be upright and your hands should be in front of your chest, well above your waist.

Standing
Always stand up straight with both feet firmly on the floor six to eight inches apart. This will give you balance and comfort at the same time. Don’t lean against the furniture or against the walls.

Sitting
Sit down on your chair carefully and gracefully. If more than one Altar Server is serving, the servers should wait until all of you are standing in front of your chairs, then everyone should sit down simultaneously. Once you are seated, sit tall and don’t slouch. Place your hands on your lap or flat on your thighs in a relaxed manner. Feet should be flat on the floor. Watch how the Priest holds his hands and do as he does.

Hands
Unless you are sitting down or carrying something (like a candle); your hands should be kept joined in front of your chest; palm to palm, fingers pointing upward, with your thumbs interlocked. Keep your hands high up on your chest. If you are carrying something in one hand, hold the other hand flat on your chest.

Sign of the Cross
The Sign of the Cross done at the beginning of Mass and at the final blessing is made by placing one hand over your heart, and with the other hand trace a cross from the top of your forehead to just below the breast bone then from the left shoulder to the right shoulder. This symbolizes our belief in the Trinity: Father, Son, and Holy Spirit.

Small Sign of the Three Crosses
When the announcement of the Gospel has been made, use the thumb and trace a small sign of the cross first on the forehead, next on the lips, then over the heart. This symbolizes the Word of God being made present in your mind, on your lips, and in your heart.

Eyes
During Mass always look toward the place where the action is: the celebrant’s chair, the Ambo, or the Altar. When a lector is reading the scriptures, you should be looking at the lector. When you are talking to someone, you expect that person to look at you – the same is true at Mass. Never look at the people in the congregation, rather look just above their heads. If there is a Master of Ceremonies (MC), keep an eye on him. They might want you to do something at any time. (Note: generally MC’s are only on hand at special Masses such as Confirmation or other Masses when the Bishop is present).

General Appearance
Know what you are to do while serving, and when you are to do it. Never fidget. Always do things smoothly. Do not allow yourself to be distracted.
Mistakes

When you make a mistake (and we all do) never get flustered. Everyone makes an occasional mistake – Priests, Deacons, Lectors, and Altar severs. However, to keep the sacred liturgy flowing smoothly, it is often best to continue along as though whatever happened was deliberate – don’t quickly reverse direction or get flustered. This will merely call attention to the mistake. Smoothly and quietly take the next opportunity to set things right (sometimes it is even best to let the Priest or Deacon take care of the chore you forgot). Get into the habit of keeping an eye on the action at the altar. That will help make you aware if the Priest or Deacon are trying to get your attention to take care of something you may have forgotten or some unexpected special task.

DEFINITIONS:

Server: a member of our community who ministers at the altar, assisting with various objects and movements.

Alb: the robe used by ministers.

Altar: The holy table upon which the Priest offers the sacrifice of the Mass.

Ambo: the place where the readings are proclaimed.

Aspergillum (Sprinkler): used to bless people with holy water.

Baptismal Font: The pool near the tabernacle which is used for administering the Sacrament of Baptism.

Book of the Gospels: The large decorative book which contains the readings from the Holy Gospels to be proclaimed at Mass.

Cantor: The minister who leads the singing at Mass.

Chalice: the cup used by the priest at Mass.

Ciborium: the gold vessel that holds the hosts in the tabernacle.

Cincture: the cord used to tie the alb at the waist of the minister. The cord matches the color of the vestment worn by the priest.

Communion Cups: the cups used by communion ministers to give the people the blood of Christ.

Corporal: the cloth that is placed on top of the altar cloth.

Credence Table: the table where the cruet, water bowl and towel are placed.

Cruet: the pitcher that holds the water to wash the priest’s hands.

Incense: small grains of sweet-smelling “gum” which is burned on the charcoal
Hand Washing Towel: The hand washing towel (also referred to as the finger towel) is used by the Priest to dry his hands after the ritual of washing during Mass.

Holy Oils: The Holy Oils are displayed on the wall near the Baptismal Font. They are the Oil of Catechumens, Oil of Sacred Chrism, and the Oil of the Sick. The oils are then used throughout the year for Baptisms, Confirmation, Ordination of Priests and Deacons, Consecration of churches and the Anointing of the Sick.

Lectionary: the book containing the readings for the Mass.

Paschal Candle: The Paschal Candle is the very tall decorated candle that generally stands by the Baptismal Font. It is lit during Baptisms, funeral Masses, and Masses during the Easter Season.

Procession: when we move from one place to another.

Purificator: the cloth used to wipe the side of the chalice or communion cup.

Roman Missal: the sacred book used by the priest containing the prayers for the Mass

Tabernacle: the glass and wood “box” where we keep the Eucharist.

Thurifer: the server who carries a thurible during a procession.

Thurible: the metal vessel connected to chains which contains the charcoal. Incense is put on the charcoal to produce smoke.

Working Sacristy: The Working Sacristy is the room behind the Sanctuary where all the sacred vessels, sacred books, unconsecrated bread and wine, and Altar linens are kept for liturgical celebrations.

Sanctuary: The Sanctuary is the area around the Altar occupied by the raised platform upon which the Altar stands.
USHERS AND GREETERS: THEOLOGY OF LAY LITURGICAL MINISTRY –

A Greeter’s Prayer

Lord in Your love,
You gather Your people this day,
help me to serve them in a Christ-like manner,
even as Your son Jesus served those who gathered about Him.
Make me prayerful, patient,
helpful and understanding,
and may I radiate the joy that faith brings
as I serve their needs.
Give me Your strength to support my fellow ministers.
May all who assemble to celebrate our common faith
in the Risen Savior be glad of heart for being here
and for having encountered Your son in one another,
in our priest,
at the altar of the Word
and the Body and Blood,
and through the ministry of ushers like me.
I ask this in Jesus’ name. Amen

"But you are a 'chosen race, a royal priesthood, a holy nation, a people of his own, so that you may announce the praises' of him who called you out of darkness into his wonderful light" (1 Pt. 2:9).

All liturgical ministers are, first and foremost, members of the Body of Christ. Through their baptism they are the "holy people and royal priesthood" whose right and privilege it is to participate in the ministry of Christ. How the lay faithful exercise this ministry in the world varies, but the fullest and most fundamental expression of it has always been "conscious, active and fruitful participation in the mystery of the eucharist" (General Instruction Of The Roman Missal - GIRM, Introduction #5).

Since the celebration of the Eucharist is the "action of the whole Church" (GIRM, Introduction #5), everyone in the assembly has "an individual right and duty to contribute their participation" (GIRM #58). Some of the faithful are called to serve God's people in a more particular way through one of the many liturgical ministries that have flourished in the Church since the Second Vatican Council. This diversity of roles, functions and ministries enriches our celebrations and assists us in our prayer.
Serving in one of these ministries is both an honor and a responsibility, and those who commit to it need nurturing and support. This handbook has been prepared to help you grow in a deeper understanding and love for the liturgy, your ministry and ultimately the Lord whom we all serve.
THE MINISTRY OF HOSPITALITY

In the Constitution on the Sacred Liturgy (CSL), the Second Vatican Council teaches that Christ is present and active within the Christian community in a variety of ways:

“Christ is always present in his Church, especially in its liturgical celebrations. He is present in the person of his minister; under the eucharistic elements; in the sacraments; in his word (and) lastly, when the Church prays and sings (CSL #7).

Most Catholics have been taught since childhood that Christ is present in the bread and wine of the Eucharist and in the priests who preside at sacramental celebrations. There is a growing awareness among Catholics that Christ is also present when the scriptures are read and preached in Church. Also growing is the awareness of Christ present in the people gathered to pray in his name. We call this gathering of Christians for prayer and worship the “assembly” and consider participation in the assembly as the most basic right and privilege of baptized Christians. Since Vatican Council II Catholics have become accustomed to lay ministers serving during the liturgy as lectors, eucharistic ministers, cantors, musicians, altar servers and ministers of hospitality. Though their roles and functions differ, all of these ministers serve the assembly and assist in its prayer. Ministers of hospitality--including ushers, greeters and those who prepare and serve refreshments--do this above all by recognizing, welcoming and caring for each member of the assembly as if that person were Christ.

Ushers and Greeters

Just as we greet guests to our home, make them feel welcome, and tend to their needs, so do the ministers of hospitality make the members of the assembly feel welcome and comfortable as they gather each Sunday.

Well before the liturgy begins, these ministers are on hand to make sure the church is ready for the liturgy, greet people as they arrive, give out worship aids and escort people to their seats. During the liturgy, they attend to the needs of the celebration while remaining alert to the needs of the people. When the liturgy ends, they send people on their way with a friendly invitation to return.

As members of the assembly, they have a unique opportunity to model the true meaning of “full, active and conscious participation"(CSL #14). When they listen with attention, sing with enthusiasm and pray from their hearts, they encourage others to do the same.

Much is expected of our ushers and greeters. Like Martha, they are busy with many things; but like Mary, they have chosen the better part - serving God's people with generosity and kindness - and it will not be taken from them (Lk. 10:38).
Responsibilities of ushers and greeters include:

CALL 911 ON ALL EMERGENCIES PER PASTOR’S REQUEST

Becoming familiar with the operation of the physical plant—lighting, heating/cooling, sound and alarm systems; location of the rest rooms.

Knowing how to respond to emergency situations—location of first aid kits, AED kit and fire extinguishers; how to contact police, fire, ambulance.

Greeting and seating people and distributing worship aids.

Selecting people to carry the gifts of bread and wine to the altar if the volunteer on the list in the vesting room does not show up.

Gathering and securing the collection.

Handing out bulletins at the conclusion of Sunday Mass.

Singing, praying and attentive listening along with the assembly.

Being ready to assist the assembly, especially those with special needs, in any way required.

Practicing to carry out these responsibilities with confidence and dignity in the space where they will serve.

Designate one usher to watch the vestibule during the Mass. There is lots of activity that needs to be monitored.

Tidy the church after each Mass. Bulletins out of the pews, Kleenex tissue picked up, water bottles, etc. picked up
FORMATION:

Obviously it takes time and practice to become an accomplished usher or greeter. On-going formation that develops skills and encourages spiritual growth is essential.

Formation for ushers and greeters includes:

- Understanding the structure and meaning of the Mass.
- Understanding the importance of symbol and ritual in Catholic worship.
- Deepening reverence for the presence of Christ within the Christian community.
- Deepening personal prayer, especially praying with the Sunday readings and the prayers of the Mass.
- Scripture study to foster a greater love for God’s word.
- Parish gatherings for prayer, reflection and fellowship on a regular basis throughout the liturgical year.

PREPARATION

Those who exercise a liturgical ministry are expected to develop their skills by taking advantage of the training and formation opportunities offered by their parish or through the Office of Liturgy. In addition, they have a serious responsibility to prepare in a more immediate way for the liturgies at which they will serve.

Immediate preparation for ushers and greeters includes:

- Arriving well in advance of the liturgy to become calm and unhurried before the liturgy begins and to check for any changes or special instructions.
- Making sure that everything needed for Mass is ready and in place.
- Dressing in a way that reflects the importance and dignity of this ministry.
- Notifying someone in authority if you cannot serve when scheduled and/or arranging for a substitute.
- Wearing a name tag provided and returning it to the vesting room after Mass.
- Try not to be obvious and/or distracting when doing the head counts during Mass.
DURING THE LITURGY

The Gathering of the Assembly

It is important that ushers and greeters arrive 20-30 minutes early to attend to the "housekeeping" tasks described above so that their full energy can be devoted to the gathering of the assembly. The moments when people are arriving and gathering in the church are perhaps the most important time for ministers of hospitality. Some parishes have specially designated "greeters" who meet people at the door and welcome them in the name of Christ.

A smile or a friendly "hello" should greet everyone who enters so that all feel welcome.

Seating

The Christian assembly gathers around the table of the Lord each Sunday. Therefore, ushers should make every effort when possible to escort people to seats in the front of the church where they can sit closest to the table. Seating people in closer proximity to each other helps them to more quickly feel like part of the community. Seats in the back and on the aisle should be reserved for latecomers or those with special needs.

No one should be seated while the readings are being proclaimed. If seats in the rear have been left empty, it is easier to seat latecomers without disturbing the assembly.

The Preparation of the Gifts

It is not the specific function of hospitality ministers to carry the gifts of bread and wine during the presentation of the gifts. This belongs to the faithful (GIRM #101). Before the liturgy begins an usher know who from the assembly is to carry the gifts and instruct them in when and how to do this.

The Collection

Ushers traditionally assist in gathering the weekly collection. It is important that ushers know the parish procedures for collecting and securing the offerings, so they can follow them with quiet efficiency. In addition, ushers are sometimes asked to distribute materials to the assembly. Advance notice and clear instructions will insure that this is accomplished without disrupting the celebration.

Cry Room

The Cry Room should be addressed last as not to disturb the people during The Prayers of the Faithful.
The Communion Procession

Of the many ways the assembly participates in the celebration of the Mass, none is more vital than "sharing together in the Lord's table" (GIRM #62). Uniformity in movement and posture at this time is a beautiful sign of unity that "expresses and fosters the spiritual attitude of those taking part" (GIRM #20). See the map to know the parish procedure thoroughly so they can facilitate the graceful flow of the procession. They should be especially alert in assisting anyone who has difficulty coming to the table.

The Dismissal

As the assembly is dismissed the ministers of hospitality continue their friendly, helpful service. They hand out bulletins as people leave and invite them to return next week. They assist those with special needs and guide people to gatherings which follow the liturgy. They are often responsible to see that the church is left in good order—that pews are tidied and all is returned to where it belongs.
Medical Emergencies at St Mark’s
Be proactive not reactive!!
YOU MUST KNOW THESE PROCEDURES!

- Using discretion, assess the situation.

- If the victim is responsive, ask if they would like 911 to be called. However, please use best judgment. If the situation calls for it, call 911. The victim can always refuse treatment. KNOW THE CHURCH ADDRESS AND PHONE NUMBER! The Dispatch will always ask this information!

- If the victim is not responsive, our policy is that you call 911. You do not need permission from family members or staff to call 911.

- Notify the responders to come to the North entrance.

- While we are blessed to have doctors and nurses in our congregation to assist in an emergency, calling 911 is doing our due diligence.

- Once 911 is called, an usher should stand outside the North entrance to alert the responders.

- A defibrillator and first aid kit are located clearly in the gathering space. The defibrillator is equipped with step by step, audio instructions.

- Ice is located kitchenette ice maker near the parish center (old upper room).

- A blood pressure cuff, for trained medical personnel is located in the vesting room, in a marked cabinet.

While our sacristan, Ann Falkenberg, is a wonderful resource to turn to, please do not feel the need to ask her permission to call 911 if the situation calls for it. There can be times when Ann may not be present. These procedures are in place to empower you to assist when needed!

Inclement Weather Cancellation Policy

- Weekend and Holy Day Masses will NEVER BE CANCELLED
For Tornados

- If a tornado threat occurs the best place for shelter is the **basement**.

- For the physically challenged people, the school hallway & working sacristy can be used. These doors are kept locked normally – Any senior staff will have an access key.

- A staff member will need to unlock the basement as it is locked by default.

- Guide parishioners up the connector corridor up to the stairwell.

- Once in the basement, assist parishioners to areas away from windows.

For Fire

- Call 911 – KNOW THE PHYSICAL ADDRESS OF THE CHURCH AND PHONE NUMBER.

- **ANY EXIT** away from the threat should be used.

- **KNOW YOUR EXITS!**
  - Door by statue
  - Fire Doors behind Section 1 & 2.
  - West Door Behind Choir
  - Connector Door by Chapel
  - Vestibule side doors
  - Three sets of Ground Doors
  - Main North Doors
  - Hallway to Parish Center then out to the South Doors

- Assist parishioners as needed.
GLOSSARY

Ambo: A sacred place from which the word of God is proclaimed. It is reserved for the readings, the psalm, and the Easter Proclamation (Exsultet), but may also be used for the homily and general intercessions.

Aspergillum: A long-handled vessel containing holy water used to sprinkle the assembly.

Assembly: The people of God gathered for prayer and worship.

Book of the Gospels: The book containing the gospels that is carried in procession each Sunday and from which the priest or deacon proclaims the Gospel.

Chalice: The cup used to hold the wine for consecration during Mass.

Corporal: A small white cloth placed on top of the altar cloth to hold the sacred vessels used for the Eucharist.

Ciborium: A covered bowl used to hold consecrated hosts after Mass.

Credence Table: A small table placed to the side of the altar that holds items used during Mass.

Incense Boat: A container to hold incense for burning.

Lectionary: The book containing the scripture readings used on Sunday and the readings for Mass during the week.

Liturgical Minister: Someone who serves in a special role during a liturgical celebration.

Missal/Sacramentary: The book containing the prayers used by the priest during Mass.

Parts of the Mass: The Mass is divided into four main parts.

Introductory Rites - The parts of the Mass before the scripture reading, from the entrance song through the opening prayer.

Liturgy of the Word - From the first reading through the prayer of the faithful.

Liturgy of the Eucharist - From the preparation of the gifts through the prayer after \\communion.

Concluding Rite - The priest's greeting and blessing and the dismissal of the assembly.

Purificator: A clean cloth used for wiping the chalice during communion and cleaning it after Mass.

Thurible/Censor: A container in which incense is burned. A piece of charcoal is burned in the thurible and incense is placed on the burning coal.

Sanctuary: The sacred space around the altar usually set apart in some way from the rest of the church building.
**Extraordinary Ministers of Holy Communion Procedures Before, During, and After Mass**

**Before Mass**

EMHCs should arrive at the church at least 15 minutes before the scheduled Mass to both check in, and prepare themselves interiorly for their ministry.

Know where and how to check-in.

How to find out the assigned Communion station and whether you will be distributing the Sacred Body or Precious Blood of Christ.

Note that when Holy Communion is distributed under both kinds, the deacon is to distribute the Precious Blood (GIRM #182).

EMHCs should sit within the assembly of believers; they should not be part of the opening or closing procession, nor sit in the sanctuary.

EMHCs should not perform another ministry during the same Mass, unless an emergency situation arises.

**During Mass**

EMHCs are called, as is the entire assembly, to full, conscious, active participation in the Eucharistic celebration.

Because EMHCs are models for the ritual behavior of the assembly, they should do all the ritual gestures of the assembly with strength and reverence, and make all verbal and sung ritual responses with faith and enthusiasm.

If EMHCs do not regularly model the current church and parish practices during liturgy, they should be counseled, re-trained or perhaps relieved of their ministry.

EMHCs may enter the sanctuary during the Fraction Rite, but should not approach the altar until after the presider has received Holy Communion under both species.

EMHCs receive Holy Communion after the priest (and deacon) have received, and before the reception of Holy Communion by the assembly; as indicated by the GIRM 2002 and the US Bishop’s Conference; all should make a bow of the head while saying “Amen” when receiving both the Body of Christ and the Precious Blood.
If there is no deacon, an EMHC may assist the presider in distributing Holy Communion to the other EMHCs; EMHCs are not to self-communicate either the Sacred Body or the Precious Blood.

After EMHCs receive Holy Communion, they are given their appropriate Communion vessel by the priest or deacon. Once all EMHCs have their vessels, they proceed reverently to their Communion Stations.

In giving Holy Communion, the minister holds the host slightly above the vessel, looks at the communicant, and in a clear voice says, “The Body of Christ” to which the communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name. Then the Sacred Body is placed in the hand or on the tongue according to the manner indicated by the communicant.

If a communicant begins to walk away carrying the host, the EMHC should say in a subdued voice, “Please consume the host now”.

Distribution of Communion under Both Species is recommended in all celebrations of the Eucharist; but it is the communicant’s option to receive from the Sacred Cup.

In giving the Precious Blood, the EMHC holds the Sacred Cup up slightly and says in a clear voice while looking at the communicant, “The Blood of Christ” to which the communicant responds “Amen”. These are the only words to be used. Nothing is to be added or subtracted, not even a name. Generally, the communicant should hold the Sacred Cup firmly in both hands and drink from it. However, in the case of a physical disability or weakness, the EMHC should be ready to assist in holding the Sacred Cup.

After the Blood of Christ has been received, the EMHC should wipe the rim of the Sacred Cup, inside and out, with a purificator and turn the Sacred Cup slightly before presenting it to the next communicant. The EMHC should be careful not to wipe in a manner where the purificator is dipped into the Precious Blood.

The Sacred Cup is always ministered to the communicant; it may never be left for self-communication, except in the case of concelebrating priests.

Intinction (dipping the host in the wine) is not customary in the United States and the practice of self-intinction is not permitted.

Those EMHCs finishing distribution before others, can move to assist those ministers who still have communicants to serve; follow specific parish procedure in this regard.

It is recommended that there be two ministers of the Sacred Cup for every one minister of the Body of Christ. This allows for a smooth flow of the Communion procession.
It is recommended that ministers of the Sacred Cup are positioned a sufficient distance from the minister of the Body of Christ to ensure a smooth flow of the Communion procession.

**Accidents During Distribution**

If a host falls to the ground during distribution of Holy Communion, the EMHC should pick it up immediately and consume it then, or after distribution is over. It should never be put back in the vessel to be given to another communicant.

If the Precious Blood is spilled, the area should immediately be covered. It should then be blotted and washed after Mass with water and a purificator. The purificator should be rinsed and wrung out in the sacrarium. If there is no sacrarium, it should be rinsed in another vessel and the water poured into the ground in a secluded spot.

In either case, do not panic, and do not embarrass the communicant.

**Procedures After Distribution**

Once EMHCs are done with distribution, they return their vessels to the altar where any remaining hosts may be either consumed or prepared to be taken to the tabernacle; any remaining Precious Blood should be consumed at the altar by the priest, deacon or EMHCs (Norms #52).

Communion vessels may be taken to the side (credence) table and cleansed after Mass, so that all may maintain a prayerful silence of word and movement after Communion; the vessels should be suitably covered.

EMHCs should return to their places in a dignified and reverent manner, not rushing.

Communion vessels should be purified by a priest or deacon; however, when a sufficient number of priests or deacons are not available, EMHCs may purify the vessels (special US Indult from the Holy See).

**Miscellaneous**

EMHCs do not wash their hands in the ablution bowl in the sanctuary either before or after distribution of Holy Communion. All EMHCs are reminded to wash their hands in the sacristy or the rest room before Mass begins.

Hand sanitizer is available on both sides of the Sanctuary.

While performing their ministry, EMHCs do not bow or genuflect to the altar or Tabernacle.
St Mark’s EMHC Procedures DURING MASS:

- During the Presentation of Gifts, the Cup Sanctuary Minister sanitizes their hands, retrieves the cups from the sacristy and places them on the altar, then returns the tray to the sacristy.

- At the sign of peace, ministers should greet those around them in the pews, then come forward to the sanctuary. Please use the hand sanitizer and then take your place in one of the diagonal lines on the steps of the sanctuary.

- DURING the Lamb of God, the Host Sanctuary Minister will sanitize their hands and retrieve the bowls from the work sacristy. The Cup Sanctuary Minister will retrieve the ciborium from the tabernacle. Please do NOT open the ciborium. Place it on the altar and the celebrant will remove the top. Then, they will sanitize their hands and step into line with the other ministers.

- After the celebrant takes communion under both species, all ministers move from the steps into the sanctuary and form a semi-circle behind the altar.

- When you approach the celebrant, please indicate “Bowl” or “Cup” to him. When you receive your Bowl or Cup, please proceed to your station for distribution.

- If there are members of the congregation unable to process to communion, ushers will guide the Eucharistic Minister who is finished with his/her communion line first.

- If you are a host minister who finishes with your procession line before others and you see a line with substantial length, please aide the efficiency of that procession. Stand to the side of the other minister to form a “fork” for the line to split to two ministers (typically, this will be the line next to the Baptismal Font).
After Communion

- Cup ministers take their cups to the working sacristy (located behind the rock wall). Consume the remaining blood, and cover the cup with the purificator. Return to your seats.

- Host ministers return to the altar and deposit the remaining hosts in the ciborium. Place your bowl on the altar (stacked) and the servers will take them to the sacristy. The Host Sanctuary Minister will remain at the altar to return the ciborium to the tabernacle.

- The Host Sanctuary Minister will process gracefully to the tabernacle, place the ciborium inside, bow reverently, and close the tabernacle door.

- All ministers should bow towards the tabernacle at the same time as the HSM, and then return to their seats once the tabernacle is closed.
Lectors – Proclaiming the Word!

PRAYER OF A MINISTER OF THE WORD
(In Preparation)

Lord, invest me with your power
as I prepare to proclaim the marvel of your message
I have prepared my reading,
I have tried to take within me
the meaning of what I am about to proclaim.
Help me to proclaim, not just with my lips,
but with my whole heart and soul.
Lord, make me a hollow reed
so that your voice will be heard by all who hear me.
Free me of excessive concern over my performance.
Convert my feeling of nervousness and
turn all my apprehension into an energy
for proclaiming your word with power and authority.
May your Spirit live in me and
fill the holy word that I proclaim. Amen.
Liturgical Minister---- what’s the key word? Minister---“to serve”

As a lector you are serving St. Mark’s by proclaiming the word of God to the people of God. The effectiveness of our Liturgy rests on the attention to how the Worship is prepared and approached.

When the Sacred Scriptures are read in the Church, God himself speaks to his people, and Christ, present in his own word, proclaims the Gospel.

As a lector at St. Mark’s, you are charged with bringing the word of God to the people of this community. The people who are ministers for St. Marks represent a spiritual commitment to our community. A spirit of service, of right-judgement, of compassion, of nurturing, of faith and of love to Christ and the Church. When you answer the call to be a minister of the word, you enter into a deeper relationship with the Word as revealed in Sacred Scriptures. You take upon yourself the duty and privilege of bringing this word to life. As a lector, you are an instrument of the Holy Spirit.

Your ministry is an awesome responsibility, and as such should be treated with the utmost respect and dignity. There are some points to be made. To be an effective lector, you must adequately prepare. That includes not only knowing how to say the words you will say, but understanding the meaning of those words and their impact on the people. Please realize that unless the readings are done well, the people will only hear words and not the voice of God speaking through the words.

You are entering into a deep relationship with the Lord through the words of our ancestors and the passion, death and resurrection of Jesus in the scriptures. For this community, you are a beacon of hope by the words you proclaim, words that nourish us in a world that is daily damaged by war, violence, poverty, disease and hatred. I encourage each and every one of you to recall the reason for your ministry when you enter this sacred space and renew that relationship with this community by your word and action.
Preparation for Proclamation

The Lord God has given me a well-trained tongue,
That I may know how to speak to the weary a word that will rouse them.
Isaiah 50:4

Remember, first that we are in the service of the Lord. It is incumbent upon us to carefully PREPARE for proclamation so that the focal point is the Scripture, not the person proclaiming it. We can’t be satisfied with coming to Mass and simply reading the words. Our ministry is one for which we must be PROFOUNDLY MOTIVATED.

Preparation enables us to proclaim with power and sensitivity.

• Begin with prayer
• Start preparing well in advance: two weeks ahead is an encouraged time to start—begin with reading all readings and as your Sunday approaches focus more on the reading that you will be proclaiming.
• Read scripture commentary for additional reflections on the readings.
• Make sure you understand the reading to proclaim with appropriate demeanor.
• Your reading is best proclaimed when it is all but memorized. Know it well enough so that you can look up often and proclaim with conviction and ease.
• Make sure you know difficult words, places or names
Think about these questions for every reading you proclaim:

- What is the heading of the reading? (A reading from the second Letter of Saint Paul to Timothy) - memorize!
- What is the mood of the reading? (are we giving praise, thanksgiving? Should we repent? etc.)
- What is/are the theme(s) of the reading? (Holy Spirit, trust, faith, mercy, forgiveness, etc.)
- What is/are the key phrase(s) of the reading?

We as lectors must be committed to the kind of long-term study that opens up the scriptures. We must try to learn as much about the scriptures as we can. Below is an additional resource to turn to when preparing.

Lector’s Notes

http://lectorprep.org/index.html

United States catholic Bishops’ website: www.usccb.org

Click on the date you will be reading on the calendar on the right-hand side of the Home page.

Gives historical and reflective information concerning the readings for each week.

Workbook for Lector, Gospel Readers and Proclaimers of the Word:

This can be ordered from Liturgy Training Publications at www.ltp.org or 1.800.933.1800.

They usually cost around $15.00
Procedures for Lectors at St. Mark’s

Checking In:
- Please check in no later than 10 minutes prior to the start of the liturgy at which you are ministering.
- At 10 minutes till, a substitute will be sought to replace you.
- Check in is done in the VESTING ROOM, located in the colonnade hallway.
- Sign-in sheets are located just inside the door on the counter.
- If you are not scheduled to lector, please make an effort to check the vesting room to see if you are needed as a lector.

First Reader – You will process in with the book of the Gospels when no Deacon is present. Process directly to the altar with the book and do not stop and bow to the altar. Place the book on the altar and return to the bottom step and rejoin the servers and Father. Together bow then move to your seat. Father and the servers will continue to process to the altar.

Second Reader – You will take a seat in the church.

Seating:
- You may sit anywhere in the church; it is best to be seated in an aisle seat.

Procession:
- The First Reader will process in following the altar servers, but before the presider. Hold the book of the Gospels in the air and above the head if able. When you get to the steps, you will wait for all ministers to bow (bow only with your head), and then you will step up to the altar and place the book of the Gospels on the altar. Then, very slowly and dignified, move toward your seat.
**Liturgy of the Word:**

- After the opening prayer, the First Reader moves slowly towards the sanctuary. Approach the rear of the ambo from the steps by the choir area (The South Side). At the bottom of the steps, stop and make a profound bow (from the waist) to the ALTAR. Make the two steps up and approach the ambo. Proclaim the word with eye contact, news breaking exaggeration and PROJECT your voice into the microphone. DO NOT expect the mic to do the work…. There should also be a pause after the reading. When you are finished, step back two steps, PAUSE (Say the “Glory Be To The Father” silently to yourself), bow to the book, and slowly return to your seat.

- After the responsorial psalm, the Second Reader moves simultaneously and slowly to the ambo as the cantor is seated. The Second Reader then repeats the steps the first reader did. After reading, place the lectionary on the shelf within the ambo, bow and return to your seat.

- After the homily, we usually have a profession of faith. The First Reader needs to move to the steps aside ambo during the Creed when “I believe in one Holy Catholic and apostolic Church” is said. (If there is a baptism, approach the ambo immediately after Father raises the baptized.

- Start after he introduces the prayer—regardless of people still making their way to their seats. Because the scriptures are not open on the ambo, no bow is necessary.

- Read each prayer slowly.

- After all prayers are completed, do not close the book, step back and turn slightly facing the presider. Wait until he has completed the prayer before returning slowly to your seat.

- After Communion and after any music that is being sung, the Second Reader immediately moves to the ambo and approaches with no bow. The announcements are read slowly and clearly. Once they are finished, immediately return to your seat.

- There is no final procession for lectors.
Ministry Scheduler Pro (MSP) Instructions

Our Liturgical Minister scheduling software program is Ministry Scheduler Pro (MSP). This program has many features that will enable you, the ministry volunteer, to easily obtain your own personal monthly schedule, request substitutions, and be able to enter dates that you will be unable to serve in the future.

Each person will be given a web address to the MSP Web Terminal (where you will receive all your schedule info). You will sign on to the Web Terminal with a User Name and Password (which will be supplied for you). **You will receive this information each month in the schedule email.** This email will include a link to an instructional video about the system. Please take time to watch the video.

Once you enter your own personal Web Terminal, you will find the following tabs:

1. **Home**: This tab is the first thing you will see when you log into the Web Terminal. By default, it contains a brief description of the Web Terminal.
2. **My Schedule**: This tab is where you can view your personal schedule. You will receive a reminder email a few days before each of your scheduled Mass dates. This is also where you can request a sub by clicking on the “request sub” link next to one of your scheduled times, or you can “cancel sub request” next to a position you previously requested a sub for. The system will only request a sub for your specific Mass time and Ministry. (For example, if you are a 9:30 Mass Lector, the system will only send sub request emails to those people who are also 9:30 Mass Lectors.) This tab also displays a list of all the positions for which swaps have been requested by other volunteers. By clicking on “volunteer now,” you can volunteer to fill a position.
3. **Full Schedules**: This tab is where you can view the full month’s schedule. This schedule is updated in real time as swaps or other changes are made to the schedule.
4. **Rosters**: This tab is where you can view Rosters of fellow volunteers. These Rosters will contain the volunteer’s name, Mass preference time, phone number and email address. Like the full schedules, these Rosters are updated automatically when information in the database changes.
5. **My Profile**: This tab is where you can view and/or request changes to your personal settings, contact information, ministry qualifications, service time preferences, preferred serving frequency, can’t-serve times, and automatic email reminder settings.

When a sub request is made by a volunteer, an email is sent to all ministers who can fill that request. For example, if a 9:30 Mass Lector requests a sub, emails are sent only to those volunteers who are 9:30 Lectors. The person requesting the sub may get several responses to their request, but of course, it will only take one person to fill the spot. The system will choose one person at random out of all the responses to the sub request. The person who was chosen will receive an email telling them that their offer to sub has been accepted. However, the others who responded will not receive an email because they were not chosen. So, unless you receive an email indicating you have been chosen to fill the spot, you will not be needed to help out at that time.

You will receive your schedule each month via email on the third weekend of the month for the following month. I will send you the link to the Web Terminal and your personal User Name and
Password each month in that email. It might be helpful for you to save the Web Terminal link to your Favorites. You can pick up a hard copy of the schedule in the Vesting Room (and see it posted on the wall), and you will be able to access the schedule from our web site (www.stmarksparish.com). However, these hard copies (and the website) will not reflect the changes made online throughout the month. As always, you will still be able to find the following week’s schedule on page 10 of the bulletin each week.

Scheduling for Christmas and Easter will always be on a volunteer basis. We will NOT use the MSP system for those holidays. You will receive that information via a separate email.

What do I do if I am unable to fulfill my ministerial obligation????

+ Use the MSP
+ Call the parish office and advise 816.373.2600
+ Take home a list of ministers and find your own sub!!

Emergencies happen but for the sake of our Liturgy, it is important for you to notify a substitute as soon as you can!

Workbook for Lector, Gospel Readers and Proclaimers of the Word:

This can be ordered from Liturgy Training Publications at www.ltp.org or 1.800.933.1800.

They usually cost around $15.00