



ST. TIMOTHY'S CHURCH LECTORS AND EUCHARISTIC MINISTERS GUIDE

We want to welcome you as a liturgical minister at St. Timothy Church. Thank you for your willingness to serve our parish!

GENERAL

1. Please arrive 10 to 15 minutes before mass and sign in. If it appears to us that you are not going to come because you are running late, we try to find an emergency replacement that may or may not actually be needed.
2. Please provide scheduling preferences by the monthly deadline (generally the 18th of the month).
3. You can communicate your scheduling preferences using the parish website: www.StTimothyLA.org. To access your ministry preferences go to the website and under the "Liturgical Minister" link select "Log-in to View Schedule and Update Preferences". You will need your UserName and Password that will be emailed to you.
4. You can view the minister schedule via the website using the same "Liturgical Minister" link.
5. The schedule will be automatically e-mailed to you if we have your email address. Please keep your email address up-to-date and email any changes to: Schedule@StTimothyLA.org
6. If you miss the deadline or find that you cannot otherwise make a scheduled liturgy, *please find a substitute*. Please do not call the Rectory or the scheduler because they will not be able to help. A roster will be provided to you and copies are available in the Sacristy. A copy is also available using the "Liturgical Minister" link on the St. Timothy website.

VIRTUS TRAINING

All adult volunteers must complete a child abuse awareness program called "VIRTUS" to comply with Archdiocesan policy. Training sessions to complete the VIRTUS requirement can be found at www.VIRTUS.org as follows:

1. Click on "Registration" and then select "View a List of Sessions."
2. From the pull-down menu, select "Los Angeles - Our Lady of the Angels Pastoral Region" for a list of the sessions in our part of the Archdiocese.

WEBSITE ISSUES

We use the Internet to schedule ministers and collect minister preferences.

1. Some web browsers have certain security features enabled that can prevent accessing the schedule preference website. In most cases this is because the "cookies" feature on your web browser is disabled. "Cookies" allow websites to do a number of things, including identify those visiting the website.

2. If you experience problems and you are using Microsoft Internet Explorer, the following steps have proven useful.

Option A

These instructions are based on Microsoft's Internet Explorer. Other browsers should allow similar adjustments.

- a. Open your Internet Browser.
- b. Click on "Tools" in the menu bar.
- c. Select "Internet Options" from the menu.
- d. Select "Privacy."
- e. Go to the "Sites" portion of the page and enter the following: www.ministryschedulerpro.com into the blank below "Address of website."
- f. Click on "Allow"
- g. Click on "OK" twice. You should now be ready to log in again.

Option B

These instructions are based on Microsoft's Internet Explorer. Other browsers should allow similar adjustments.

- a. From the web browser's menu, under "Tools" select "Internet Options" and then "Privacy."
- b. Next, select "Advanced." Then choose the "Override automatic cookie handling" mode that fits your needs. In this case, it would be to permit "first party cookies."
- c. Some corporate networks will not allow you to modify these settings. If this happens, you will have to access the schedule information via your home computer or rely on the old "note in the Sacristy" method.

LECTORS

Please practice the readings before you come to church. You will be provided with a workbook that is arranged similarly to the Lectionary. Read the reading and commentary on Friday, reread the reading on Saturday, and then come ready to proclaim God's Word during the Mass.

Lectors should dress neatly and modestly.

Please try to arrive at church 15 minutes before the Mass, sign-in, and look at the readings in the Lectionary. All lectors will be using the lectionary during mass. You may need to get the Lectionary from the ambo. The second lector should make sure that the Lectionary is placed in the ambo before mass begins.

The Entrance Procession will be in the following order: Altar Servers, Eucharistic Ministers, Second Lector, First Lector, Deacon (if present), and Presider. This procession order may change somewhat depending on the liturgy, presider, liturgical ministers and church seasons, so please be flexible. If you are the First Lector (and the Deacon isn't present), you will carry the Book of the Gospels in the procession to show the importance of the Word of God.

When you enter the sanctuary, place the Book of the Gospels on the altar, and then go to the Mary side of the altar. When the presider enters the sanctuary, be ready to either genuflect or bow. Then, go to one of the chairs located behind the ambo on the Mary side of the Sanctuary.

Celebrate the Liturgy in the usual manner. At the end of the Opening Prayer, wait until the Presider sits down and then walk up to the ambo. In a clear, loud voice announce the first reading. Pause before beginning the reading. At the end of the first reading, pause and then say "The Word of the Lord."

Lectors should make sure that they speak with appropriate volume (you will need to be louder than you think!). Also, be careful of words with "p" and "b" to make sure that they do not "boom." Remember where to position the microphone. Words with "s" and "z" can also be problematic. Also, try to make eye contact with the congregation.

Normally the responsorial psalm will be sung, and you will return to your chair, but on occasion when the psalm is not sung, please pause for moment of silent reflection (about 15 to 30 seconds is suggested) before going on with the Psalm. Proclaim the Psalm antiphon and repeat the antiphon a little softer to encourage the assembly, and then continue to proclaim the Psalm.

At the end of the Psalm, once again pause for silent reflection. If there are two lectors, one will proclaim the First Reading and the other will proclaim the Second Reading. When there are two Lectors, please do the silent reflection in the ambo and then return to your chair.

Proclaim the second reading in the same manner as the first reading, pausing after you announce the reading, and then at the end for silent reflection. Return to your chair during the Gospel Acclamation, and listen to the Gospel and Homily.

During the Creed, unless the deacon is assisting at mass, the First Lector returns to the ambo for the Prayer of the Faithful. After the presider says the opening prayer, read the petitions. At the end of the petitions return to your chair and continue to celebrate mass in the usual manner.

Once the Presider receives communion, step up to the second to the top step. Once you have received Communion, you may return to your chair, but please remain standing.

At the end of the mass, please join the other liturgical ministers at the altar, genuflect or bow following the cue of the presider, and join in the procession. The order will be: Altar servers, Eucharist Ministers, lectors, and presider with the deacon at his side, if he is present. Exit out the Pico doors.

EUCCHARISTIC MINISTERS

Eucharistic Ministers should arrive at church 15 minutes before mass, sign-in, and get a cross to wear. If needed, please wash your hands.

Join in the Entrance Procession with the lectors. The order should be altar servers, Eucharistic Ministers, lectors, deacon (if present) and then the presider.

During the procession, do not enter the sanctuary. Instead, bow to the altar and stand at the front row of pews until the presider reverences the altar. Then, go to sit with your family and participate in mass in the usual manner.

At the Lamb of God (right after the Sign of Peace), come to the center aisle and enter the sanctuary. Make a slight bow and head to the Mary side of the sanctuary. If the ciborium from the tabernacle has not been removed, please open the tabernacle, genuflect, and place the ciborium on the altar and return to the bottom step to receive communion. When the presider drinks from the cup, walk up to the second to the top step and wait for communion. The presider may give you a ciborium to distribute communion to the other Eucharistic ministers and altar servers.

Wait until the presider has finished distributing communion to all of the liturgical ministers before going to your station. If you have a ciborium with the Body of Christ, you should stand about four feet on either side of the center aisle in front of first pew, facing the other Eucharistic Minister. This arrangement may change depending on the number of Eucharistic Ministers. If there are only three Eucharistic Ministers, one EM should stand next to the presider in front of the sanctuary at the opening of the altar rail and the other two EMs should distribute the Blood of Christ as described below.

Give communion to members of the assembly who come to you by holding up the Eucharist, looking at the recipient of the Eucharist and say "The Body of Christ." If an infant, child, or adult who has not yet made their first communion approaches, please place your hand over their head, make the sign of the cross and say something similar to: "May the Lord bless you and keep you."

If you are distributing the Precious Blood, stand in front of the statue of Mary or Joseph near the altar rail. Give communion to members of the assembly who come to you by holding up the cup, looking at the receiver of the

Eucharist and say "The Blood of Christ." After they have returned the cup to you, wipe the cup with the purificator and turn the cup a one-quarter turn. In cases of intinction, take the host, dip it in the Precious Blood and say: The Body and Blood of Christ." If possible to do so without creating a scene, do not let the communicant dip the host into the Precious Blood.

When all members of the assembly have received communion, place your Ciborium on the altar and stand near the altar servers. If you distributed the Precious Blood, go to the credence table, add water to the goblet, swirl the water to clean the goblet and then consume the water. Dry the goblet with the purificator.

At the end of mass, please join the procession in the same order as at the start of the mass. Exit out the Pico doors.