

Liturgical Ministries Updates!!!

All changes are effective starting in Advent
(the weekend of November 28/29, 2009)

Lectors:

- During the entrance procession, take the book of Gospels and place it on the Altar. Then return to your position and bow with the priest and other ministers. Do not BOW when holding the Book of the Gospels.
- After the first reading, please close the Lectionary and place it on the shelf under the top of the ambo. (You will have to take the book back out when it's time to proclaim the second reading.)
- After the second reading, be sure to close the Lectionary and place it on the shelf under the top of the ambo. Then return to your place in the assembly.
- During the end of the Profession of Faith (Creed), move into place at the Ambo and open the binder to the intercessions. We should not have to wait for you to get to the Ambo once the priest has introduced the intercessions.
- Take your time leading the intercessions. This is the prayer of the whole church. Please speak slowly and clearly, so that all present may truly enter into the prayer.
- Remain at the Ambo following the intercessions until the priest has concluded the prayer following the intercessions. Then return to your seat in the assembly.
- After the Communion procession, WAIT before approaching the Ambo to do the Announcements. We should be observing a short period of silent reflection following Communion. Please do not move into place to begin the announcements until after the Eucharistic Ministers have returned to their seats!
- After the announcements, you may return to your pew and join the assembly. The Book of Gospels and Lectionary are never carried out, because we believe that the assembly has already received the Word of God in their hearts during the proclamation of the Word during Mass.

Greeters:

- Welcome each person as they enter, as if you were inviting them into your home.
- Offer assistance, and direct people to restrooms, etc.
- If ushers are not at the entrance, offer to take them into church and help them find a seat.
- Thank them for joining us for worship, and offer any assistance you can.
- If you see persons standing in the back of the Chapel, please offer to help them find a seat in the Church.
- No Chairs from the Hall are allowed in the Entryways at all. This is a fire code regulation.

Servers:

- SIGN-IN when you arrive for Mass. If you are filling-in for someone, please cross out their name and write yours in. If you cannot serve when scheduled, it is your job to find a substitute.
- Please review all of the procedures for during Mass. Don't forget to light the candles before Mass begins!
- **Participate during Mass:** responding to prayers, singing, praying the Creed, etc. Please set a good example for everyone else in church!
- If Fr. Angel is saying Mass, you will need to bring him the lavabo (bowl, cloth, and cruet) to wash his hands.
- Servers **KNEEL** on the step by the piano during the Eucharistic Prayer when everyone else kneels.
- You may **SIT** down as soon as you have received Holy Communion.
- After Mass, please put out candles **GENTLY** with the lighter/snuffer! Do not push down on the tops of the candles. Never blow out the candles!
- Please make sure you carefully hang up your robe after Mass.

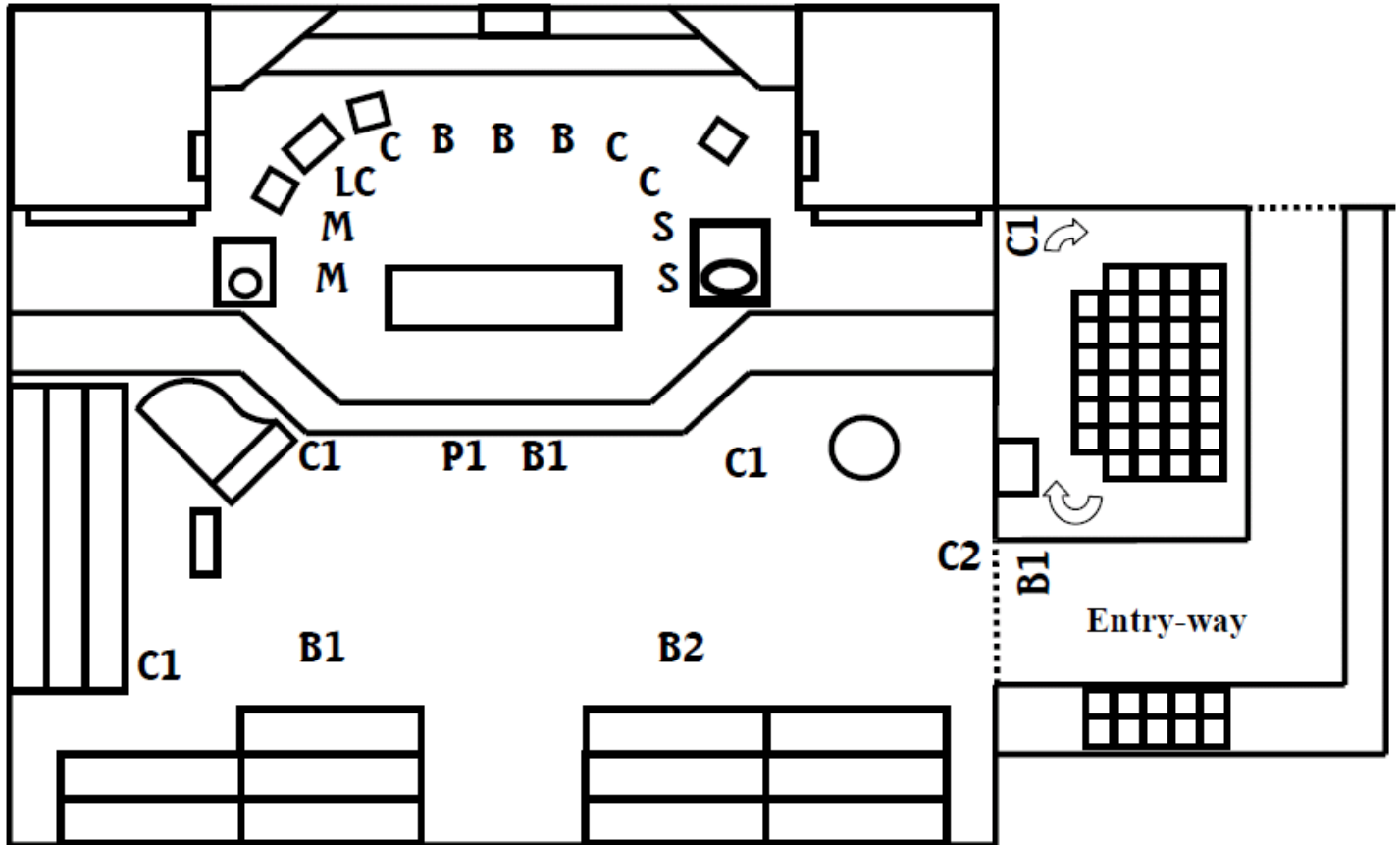
Extraordinary Ministers of Communion:

- Come forward during the Lamb of God. At this point, the “Sign of Peace” is over and it is no longer appropriate to be shaking hands. We should be focused on the Lamb of God before us on the Altar.
 - **Approach the altar as soon as the priest has begun receiving the Holy Eucharist. Don’t wait until he has finished. Go immediately to the credence table and use the hand sanitizer. Then go to your places behind the Altar.**
 - Once the bread and wine on the Altar have been consecrated, it is no longer appropriate to bow or genuflect to the tabernacle. The Body and Blood of Christ are fully present ON the Altar, not in the tabernacle. The same is true at the end of Communion when going into the sacristy.
 - **Only TWO Communion Ministers should be going into the Chapel (one Bread and one Cup). The additional Bread and Wine distributors should be on the Piano side of the Church, so that those returning from the Chapel can fit in on that side without having to cross over to the other side of the Church.**
 - **When distributing Communion in the Chapel: Please start with the small section of chairs on the side. Go to each of these people individually (Bread Minister & Cup Minister following). Once those have received Holy Communion, then distribute to each person individually in the front row. THEN move into your places for everyone else to come forward in procession.**
 - Consume any remaining wine in your place of distribution.
 - **As soon as you are done distributing Holy Communion, simply place your cups, empty bowls, and used linens in the sacristy. Make sure that everyone “signs-in” on the clipboard. One person may collect the crosses. Please keep talking to an absolute minimum. You should feel free to use the hand sanitizer once again. Then return to your seat in the church. The sacred vessels will be washed AFTER Mass is over.**
- CHAPEL:**
- Wash Vessels After Mass!**
- **Once Mass is over, at least 2 of the Eucharistic Ministers should go into the sacristy to wash the sacred vessels. When washing the vessels (the cups and bowls), the water from the first rinse of each vessel should be poured into the Sacarium, so that any remaining wine or fragments of bread are disposed of respectfully.**
 - **The remaining washing/rinsing may be done in the main sink. Please use Soap and Water.**
 - **To purify and wash the Sacred Vessels is a very solemn act requiring the utmost dignity and respect. Please show reverence for the Holy task at hand.**
 - Other Notes:
 - The practice of dipping of the host into the cup is called “intinction.” It is not permissible for communicants to take the host and dip it into the cup themselves. If someone approaches you with a host, you may want to place your hand over the cup. However, if a communicant does dip the host into the cup, the cup minister should adapt accordingly. Use your purificator to try and stop any drips.

Ushers:

- PLEASE seat people in the main church! Leave the Chapel for overflow only as needed.
- Two Ushers should be near the Chapel Entrance at each Mass to usher people into the main church. Too many times the Chapel is full and people stand in the entry-way, even when there is plenty of room in the church.
- Fill in empty spaces, and ask people to move over to make room!
- Close glass doors at the back of church and the glass doors between the Chapel and the parking lot entrance once Mass has begun. Latecomers should be ushered in between parts of the Mass.
- **Ask a Family to bring up the gifts before Mass begins!!**
- **After taking the collection, two ushers take it into the sacristy, place it in the bank bag on the sacristy counter (If it doesn’t all fit, use a 2nd bag!). Then place the bank bag into the drop-safe.**
- **The door to the Sacristy in the Chapel Entrance will be locked. Please enter the sacristy using the door in the Sanctuary (where the Eucharistic Ministers go in). You may exit using the door to the Chapel Entrance, but make sure that the door is locked when you exit the Sacristy.**
- **Please do NOT try to direct the Eucharistic Ministers (See new Chapel Procedure above).**
- After Mass, please stand at the entrances to hand out bulletins, assist, and direct people. Thank people for joining us for Worship! Again, this includes the Chapel Entrance!!
- After the assembly has departed, please walk through the church to clean up books, and pick up anything that might be left behind.

UPDATED PLACEMENT DIAGRAM FOR EXTRAORDINARY MINISTERS OF COMMUNION



ARRANGEMENT BEHIND ALTAR

*****PLEASE USE THE HAND SANITIZER ON CREDENCE TABLE BEFORE MOVING INTO PLACE AROUND THE ALTAR! PLEASE MOVE IN CLOSER TO THE ALTAR*****

DISTRIBUTION STATIONS (SET #1):

WHEN COMMUNION BEGINS, START IN THESE PLACES...

- (B1) 1 Minister of the Bread go to the Chapel
- (C1) 1 Minister of the Cup go to the Chapel
- (B1) 1 Ministers of the Bread and the (P1) priest are front center in the main church, AND
- (B1) 1 Minister of the Bread is in front of the row of chairs on the piano side
- (C1) 3 Ministers of the Cup are in the front to the sides in the main church (2 on piano side)

DISTRIBUTION STATIONS (SET #2): WHEN EVERYONE HAS RECEIVED COMMUNION IN THE CHAPEL, THOSE DISTRIBUTING IN THE CHAPEL MOVE TO THESE PLACES...

- (B2) 1 Minister of the Bread move in front of the first row of seats
- (C2) 1 Minister of the Cup move to the outside wall near the side aisle