

St. Francis de Sales Faith Community

Lake Geneva, Wisconsin



We, the community of St. Francis de Sales Parish, seek to LIVE JESUS through the empowerment of the Holy Spirit, by ministering to the needs of our brothers and sisters through Word, Worship, Education, and Service.

HANDBOOK FOR LITURGICAL MINISTERS

THE CHURCH EARNESTLY DESIRES THAT ALL THE FAITHFUL BE LED TO THAT FULL, CONSCIOUS, AND ACTIVE PARTICIPATION IN LITURGICAL CELEBRATIONS CALLED FOR BY THE VERY NATURE OF THE LITURGY. SUCH PARTICIPATION BY THE CHRISTIAN PEOPLE AS "A CHOSEN RACE, A ROYAL PRIESTHOOD, A HOLY NATION, GOD'S OWN PEOPLE" IS THEIR RIGHT AND DUTY BY REASON OF THEIR BAPTISM. IN THE REFORM AND PROMOTION OF THE LITURGY, THIS FULL AND ACTIVE PARTICIPATION BY ALL THE PEOPLE IS THE AIM TO BE CONSIDERED BEFORE ALL ELSE. FOR IT IS THE PRIMARY AND INDISPENSABLE SOURCE FROM WHICH THE FAITHFUL ARE TO DERIVE THE TRUE CHRISTIAN SPIRIT. (-taken from the Constitution on the Sacred Liturgy)

Table of Contents

Table of Contents	2
Welcome & Overview	4
General Info for All Ministers	6
Hospitality: Greeters & Ushers	8
Liturgical Musicians	12
Servers/Acolytes	14
Lector/Reader	16
Extraordinary Minister of Communion	18
Sacristan	22
Conclusion	24
Ministry Liaisons & Contact Info.	25
Documents & Resources	26

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Welcome & Overview:

Welcome to St. Francis de Sales Parish. We hope you find this a place of warm hearts, faithful Christians, and dedicated ministers of God's Word and Presence to the world. We are glad that you are here and thank you for accepting the responsibility of serving in one of the areas of Liturgical Ministry.

There are many areas in which you can serve a parish community. There are few that are as satisfying and prayerful as those in the area of Liturgical Ministry, which is at the heart of our prayer and worship life as Catholic Christians. We thank you for prayerfully entering into the decision to serve and minister to the People of God, the Church.

The following pages present background information, ministry procedures, and guidelines, as well as questions and answers about each of the Liturgical Ministries here at St. Francis de Sales. We hope that this handbook will help you to serve competently and confidently. If you have any questions, please see me for more information. Thank you and may God bless you always.

A handwritten signature in black ink that reads "Gregory J. Buchberger". The signature is written in a cursive style with a large, prominent initial 'G'.

Director of Liturgy & Music

GENERAL INFO

SCHEDULING

Liturgical Ministers are scheduled on a continuous rotation. If you do not see your name on the schedule, please contact the Director of Liturgy & Music. Scheduling for Holy Days and other Special Liturgies are done on a volunteer basis. Please see your Liturgical Ministry Schedule for those days. You may either sign-up if there are boards posted, or call the Liturgy & Music Office. All Ministry Schedules will be done and placed in the bins in both the Front and Chapel Entrances at least two weeks before the current schedule ends. The schedules may also be found on the parish website: <http://www.stfrancislg.com/>

SUBSTITUTES

If you are unable to serve for the time that you are scheduled, it is **your responsibility** to find a substitute to take your place. You will be provided with an updated list of Liturgical Ministers with your Liturgical Ministry Schedule at the beginning of each Liturgical Season. The list of Liturgical Ministers is also available on the parish website: <http://www.stfrancislg.com/> If the list for your particular Ministry is not available on the website, you may request it from the Director of Liturgy & Music at any time by emailing: liturgy@stfrancislg.com.

SIGN-IN

All Liturgical Ministers are asked to “Sign-in” on the Boards in the Sacristy where your Ministry Schedule is posted. Simply check the box next to your name or write your name in the space provided. If you are filling in for someone, please cross-out their name and write your name in that place.

DRESS & ATTIRE

Your respect for Ministry should be reflected in your appearance and attire. Appropriate attire would include nice "go-to-church" clothes. Jeans or shorts should be avoided if at all possible. Please dress in a manner that is appropriate to minister and remember that you may be called upon to serve even if you are not scheduled.

FORMATION & TRAINING

Any information regarding formation or training for Liturgical Ministers will be placed in the Sacristy near the “Sign-in” sheets and posted in the bulletin. There are many opportunities available for those who wish to learn more and work to develop in their role as a Liturgical Minister. If you would like more information please see the Director of Liturgy & Music.

LITURGICAL MINISTRY

95. In the celebration of the Mass the faithful form a holy people, a people whom God has made his own, a royal priesthood, so that they may give thanks to God and offer the spotless Victim not only through the hands of the priest but also together with him, and so that they may learn to offer themselves. They should, moreover, endeavor to make this clear by their deep religious sense and their charity towards brothers and sisters who participate with them in the same celebration.

Thus, they are to shun any appearance of individualism or division, keeping before their eyes that they have only one Father in heaven and accordingly are all brothers and sisters to each other.

96. Indeed, they form one body, whether by hearing the word of God, or by joining in the prayers and the singing, or above all by the common offering of Sacrifice and by a common partaking at the Lord's table. This unity is beautifully apparent from the gestures and postures observed in common by the faithful.

97. The faithful, moreover, should not refuse to serve the People of God gladly whenever they are asked to person some particular ministry or function in the celebration.

(from the "General Instruction of the Roman Missal" USCCB)

In the service of Ministry, we are all called to offer ourselves as sacrifices to the Lord. We must be willing to give of ourselves freely, and willing to give up our own will, and allow God to work in us and through us. Ministry calls for dedication and sacrifice in order to promote the work of Christ and the Church. Ultimately we are called to be the servants of the servants, and to spread the message of Christ in everything that we do.

**“I will not sacrifice to the Lord my God
burnt offerings that cost me nothing.”**

2 Samuel 24:24.

HOSPITALITY

23. St. Paul instructed the assembled community to “welcome one another as Christ has welcomed you, to the glory of God” (Rom 15:7). It will normally be appropriate for those commonly referred to as “ushers” to exercise their role by welcoming people at the door, providing them with all necessary books and aids, and helping them find their places. The people are coming as invited guests of the Lord himself, to share in his supper as sisters and brothers. They will appreciate this more readily if they are made welcome by representatives of the community and acknowledged informally by their neighbors. (from “Introduction to the Order of Mass” USCCB)

The ministry of hospitality is very important to our liturgies. We are called to be welcoming and helpful to all of those who enter our doors. We must make a special effort to do this because of all of the visitors that we may have on any given weekend. We want to make sure that our own family feels at home, but we must really reach out to those who are not familiar with us or our space, to help them feel comfortable worshipping with us each weekend.

Hospitality extends far beyond seating people and taking up the collection. Ministers of Hospitality may be coined “ushers” or “greeters” or any number of other phrases. However, it is our primary concern and duty to help those who have gathered in any way that we can, including making them feel at home. Ministers of Hospitality are the first to greet those gathering and the last ones to say goodbye to them after our worship together has concluded.

Ministers of hospitality must be willing and able to embrace the tasks set before them. Before Mass, they are responsible for greeting, directing people to their seats, or to the restrooms, asking a family to carry up the gifts, and many other things. During Mass, they are responsible for seating latecomers at an appropriate time, for taking up the collection during the Preparation of the Gifts, for assisting with the traffic flow and communion lines. And at the end of Mass, they are responsible for opening doors, directing people, handing out bulletins, assisting those with disabilities, and saying goodbye and thank you to all of those who have come and worshiped with us.

This is no small task. As Ministers of Hospitality, we must be cheerful, patient, kind, understanding, and genuinely concerned for the welfare of those in our midst. We are called to “be Christ” to everyone who enters the doors of our parish, and we are called to embrace them as Christ embraces each one of us, as we come to the table seeking the nourishment that only God can give.

LITURGICAL PROCEDURES FOR USHERS & GREETERS

ST. FRANCIS DE SALES CATHOLIC CHURCH

1. Arrive *at least 20-30* minutes early for Mass.
2. Take time to prepare yourself in the presence of God for your ministry.
3. Sign-in on the board in the Sacristy.
4. Make sure that you have everything set up and ready for Mass, including baskets for the collection.
5. Two ministers go to each entry of the Church. Greet/Welcome people as they arrive and thank them for joining us. Direct them to their seats if needed.
6. Please encourage people to sit in the main body of the church, and reserve the Chapel for overflow or for those with disabilities.
7. When church is full, please seat people where there is room, and ask members to slide in and make room.
8. **Be sure to ask a family to carry up the gifts, and instruct them to come forward when the priest moves from the chair to the front of the altar with the servers.**
9. Before Mass begins, please check to see that all of the crosses for the Extraordinary Ministers of Communion have been taken. If there are still crosses hanging, please take them off the hooks, hold them up, and hand them to ministers who volunteer.
10. Once Mass has begun, please do not seat people until a reading or prayer has ended, so as not to distract those present from listening to the proclamation and entering into the prayer of the assembly.
11. Please remember that you are part of the gathered assembly and should be centered on the prayer of the assembly gathered. It is inappropriate to engage in discussion with other ministers during the Mass, even if you are outside of the worship space.
12. As soon as the song begins at the Preparation of the Gifts, begin taking the collection. Start with the Main Church, and then go to the Chapel and Fellowship Hall, if needed.
13. When you have finished taking the collection, place it in one basket, carry it to the altar, and hand it to the priest during the procession of Bread and Wine.
14. As soon as the priest receives Communion (just after the Lamb of God) two ministers will process down the center aisle and dismiss one pew at a time to receive communion. Please keep the lines full and moving during the procession.
15. If there are people seated in the Fellowship Hall, the other two ushers will go there and use the same dismissal procedures as are used in the church proper during the distribution of Communion.
16. As Mass is ending, place yourselves again at the entry/exits of the church, and first be a member of the assembly by joining in the Sending Forth song sung by the entire assembly.
17. Then, as people are leaving, open the doors for them, hand out bulletins, and thank them for joining us for worship.
18. After Mass, please walk through the church, chapel, and fellowship hall, and make sure that everything is picked-up and cleaned-up. Please return books to the racks in the pews and straighten the chairs as needed.

OTHER NOTES & PROCEDURES FOR USHERS & GREETERS

FACILITY:

SEATING: The Main Church should be used as the primary seating space. The Chapel should only be used for overflow purposes, or for those with disabilities. The Fellowship Hall should only be used when both the Church and Chapel are completely full. This means that ushers should have asked seated parishioners to slide over and make room in the pews before the Chapel or Fellowship Hall are used. People should never be allowed to stand in the Front Entrance or in the Chapel Entrance during Mass. Please seat them.

RESTROOMS: If near the front entrance of church, the closest restrooms are across the breezeway in the school hallway. These doors are usually unlocked during weekend liturgies. Restrooms are also located in the Fellowship Hall in the Parish Center.

DRINKING FOUNTAIN: The drinking fountain is located in the Fellowship Hall in the Parish Center.

PHONES: In case of emergency, phones are located in the front entry of the Church, and in the sacristy. Dial "9" to reach an outside line.

EMERGENCY INFORMATION:

- Ambulance or Fire:
 - o Dial "9" to reach an outside line, then dial "911"
- **CPR: All Ushers are encouraged to be trained in CPR. Please see the Director of Liturgy & Music for more information.**
- Entrances/Exits...
 - o Please familiarize yourself with all of the entrances and exits so that you can direct people as needed.
- Fire Alarms are located:
 - o Front Entrance
 - o Chapel Entrance
 - o Breezeway Entrance
- Fire Extinguishers are located:
 - o Front Entrance next to the phone
 - o Rear Wall of Sacristy
 - o Choir Loft
 - o Front & Back Walls of Fellowship Hall in Parish Center
 - o Kitchen
 - o Parish Office
- First Aid Kits are located:
 - o Usher Closet in Breezeway Entrance
 - o Sacristy Counter
- Wheel Chair is located:
 - o Storage Room in Basement of Parish Center

LITURGICAL MUSICIANS

18. A psalmist, a cantor, an organist, other instrumentalists, a choir, and a director of music aid the gathered assembly's full participation in singing responses, acclamations, and other texts set to music. These musicians exercise a genuine liturgical function and, by their role, help to add beauty and solemnity to the celebration.

- *The psalmist has the special task of drawing all present into the proclamation of the word of God in the psalm by introducing the psalm responses and Alleluia or Gospel Acclamation and by singing the verses of the Responsorial Psalm and the Alleluia and Gospel verses. The psalmist may also introduce all antiphons and sing the verses of the psalms used. The role of the psalmist and cantor may be carried out by the same person.*
- *The cantor's function is to lead and encourage the congregation in singing. In preparation for the liturgical celebration, the cantor may introduce and teach new music to the assembly.*
- *The organ and other instruments not only support and encourage participation through song but also, in their own right, can powerfully assist contemplation and express praise and a variety of human feelings before God.*
- *The choir remains at all times a part of the gathered assembly. It can serve that assembly by leading it in sung prayer and by reinforcing or enhancing its singing – for example, by sharing the singing of the verses or sections of a hymn or song; alternately by introducing a sung response or antiphon; or through harmonizing or elaborating in other ways. Occasionally, the choir may sing alone more elaborate music – for example, an anthem – that can aid the prayerful reflection of the assembly.*
- *Even at celebrations when no choir sings, basic musical participation can be ensured by an instrumentalist and one or more cantors, or by a cantor alone. Especially through responsorial singing, they can draw the people into singing together.*

(from "Introduction to the Order of Mass" USCCB)

SERVERS

22. In addition to the service of instituted acolytes, assistance at the altar by servers represents a long liturgical tradition. These servers enhance the quality of the celebration for the whole gathered assembly by taking part in processions and by ensuring that all items required for the celebration are available at the appropriate moments.

(from "Introduction to the Order of Mass" USCCB)

Serving God's holy people at Mass is a special job. Serving the holy people while we do our holy actions in the church is a way of growing closer to God. We cannot see God. But when we do something for the people that we do see, we do those things for God. Jesus promised that he would be with us when we gather. When we join in the liturgy, we remember Jesus and give thanks and praise for all the good things that God does for us.

Serving in the church is a special privilege. It allows us to be close to the altar, to carry the cross, to carry the light of Christ, to wear the robe of baptism, to hold the book of the prayers – and to swing the thing that makes the smoke (the thurible)!

We pray that you will love to serve God and the assembly. We pray too, that you will learn to love the rites of our holy faith and serve the church with joy and with reverence. And when we serve God in church, we learn how to serve God outside of church: by helping people who are in need, by taking care of each other and the earth that we live on, by loving people that no one else loves. That's how we really serve God!

(from "Serve God with Gladness: A Manual for Servers")

LITURGICAL PROCEDURES FOR SERVERS
ST. FRANCIS DE SALES CATHOLIC CHURCH

BEFORE MASS:

1. Be in the sacristy 15 minutes before Mass begins and sign in on the bulletin board.
2. Select a robe and cincture (rope) for your waist. The robe should come to your ankles.
3. Light the candles.
4. Bring the wine and hosts out to the table in the middle aisle of the church to be brought up during the Preparation of the Gifts.
5. Check to see that the Sacramentary (Red book) is on the little table that is next to Father's chair.
6. On the side table, be sure there are: Father's chalice, Father's cloth, 4 cups for people who will distribute wine during Mass, 4 cloths for the cups, 3 bowls for people who will distribute hosts during Mass, and the cruet of water.
7. Make sure to set out music books at your chairs, so that you can participate during Mass.
8. Decide between yourselves who will be Server 1 (carries the cross) and Server 2 (holds the book).
9. Go to the back of church. Make sure that Server 1 carries the Processional Cross to the back of church for the procession, and Server 2 has a music book to sing from.

DURING MASS:

1. Process in! Server 1 leads the procession carrying the Processional Cross lifted high, followed by Server 2. Begin walking with your hands folded when people begin singing. You are the first in line, so be sure to walk slowly and reverently. Stand in front of the corner of the first step and wait for Father; bow when he does. (If you are carrying the cross or candles, you do not bow or genuflect. Simply stand in place.) Then Server 1 takes the Cross into the Sacristy, and both servers go to their chairs.
2. When Father stands, so do you (except when he is preaching). Do not cross your legs when you sit.
3. When Father says, "Let us pray," at the beginning and end of Mass, Server 2 brings the book to him; he will open it and close it when he is done. Remember to stand with your back to the congregation.
4. When Father moves to get the gifts, Server 2 goes with him. Server 1 sets up the altar with: chalice, cloth, red book, dish, cruet of water. Server 1 takes the lid from the wine and the cruet of water to the side table when Father hands them to you.
5. Immediately after the sign of peace, Server 1 brings the cups and cloths to the altar. Place them on the far left side of the altar.
6. While Father and Eucharistic Ministers are distributing Holy Communion, Server 1 clears the altar, placing all items back on the side table.
7. If you need to ask Father or the other server a question, please whisper, and do not worry about making a mistake...simply try to do your best.

AFTER MASS:

1. Extinguish the candles.
2. Put everything back in the sacristy.
3. Ask Father if he needs help with anything.
4. Hang up your robe and cincture.

LECTORS

*14. In proclaiming the Word of God, lectors exercise their responsibility in the liturgical celebration. God speaks to the faithful through them, and the effectiveness of their proclamation of God's Word depends significantly on their conviction, preparation, and delivery.
(from "Introduction to the Order of Mass" USCCB)*

The ministry of the lector is a crucial role during our liturgies. When you answer the call to be a minister of the Word, you enter into a deeper relationship with the Word of God as revealed in Sacred Scripture. More simply said, the reader proclaims the Word to the assembled faith community. The ministry is a simple one, though not in the sense that it's easy to do well or requires little energy or effort. On the contrary, there is much preparation and expectation from a minister of the Word. The simplicity of the ministry refers to the reader's ability to proclaim the Word transparently so that the Word itself, not the proclaimer, is in the foreground. Simplicity does not, however, refer to the reader's task – for the task itself is quite challenging. Not everyone is equal to it.

Those who refer to lectors or readers as "proclaimers" are making the very good point that there is more to the ministry of lector than simply reading the Scriptures aloud in the liturgical assembly. To rouse the weary, the Word must indeed be proclaimed. That is, it must be uttered with conviction, clarity, and skill. And God's Word, as we have seen, is far more than words. It is, by its very nature, a proclamation – an announcement, a decree, a trumpet call summoning us to hear the great news that we are loved.

It is important that we see all lay ministry as true ministry – not simply duties carried out by generous laypersons eager to assist the clergy. Those who enter into ministry must be willing to work toward further growth and skill in their ministry, and toward deeper knowledge and faith in Christ Jesus. All ministers need regular formation and renewal, and lectors must be willing to make this ministry an important part of their lives. It is particularly important for lectors to become familiar with all of the Scripture, and to strive to understand what is being read, before they can truly begin to proclaim it authentically. Lectors are called to be the voice and presence of God to the community gathered.

Like all official ministries in the church, liturgical proclamation of the Word is an awesome responsibility to which one is called and into which one is formed. Fifteen hundred years ago, Saint Benedict wrote in his *Rule*: "They should not presume to read who by mere chance take up the book... Only those are to discharge these duties who can do so to the edification of the hearers." The ministry of lectors, like all liturgical ministry, is centered and done for the good of the community gathered.

LITURGICAL PROCEDURES FOR LECTORS ST. FRANCIS DE SALES CATHOLIC CHURCH

1. Arrive 15 minutes early for Mass.
2. Take time to prepare yourself in the presence of God for your ministry.
3. Sign-in on the board in the Sacristy.
4. Check the microphone and read the announcements and the Prayer of the Faithful over to yourself. Check with the priest if you have questions about the pronunciation of unusual words and/or names.
5. Make sure you have the correct readings marked in the Lectionary and are prepared. Leave the Lectionary **open** on the ambo. Make sure you have the Book of Gospels, and go to the back of church.
6. Process in (behind altar server, in front of priest).
7. Hold Book of Gospels just above eye level (so you can see where you are going, but so others know the book holds a place of respect and importance). Walk slowly.
8. Stand and hold the Book of the Gospels up as the others bow. Since you are holding a sacred object, you do not bow or genuflect at all.
9. Step up to the altar and place the Book of Gospels on the altar.
10. Proceed to your place in the front of the church.
11. After the Opening Prayer and everyone has been seated, approach the ambo and proclaim the first reading.
12. After the first reading, sit down, while the cantor proclaims the psalm. (There will be a pause after the first reading before the cantor approaches the Ambo, so that all can reflect on the Word that you have just proclaimed.)
13. After the psalm has been proclaimed, approach the ambo and proclaim the second reading.
14. After you finish the second reading, carefully close the Lectionary and place it on the shelf under the top of the ambo. Then immediately go and take your place in the assembly. Remember to stop when you get to the main floor and bow to the altar if you are crossing in front of it.
15. Come forward to the ambo during the last part of the recitation of the Creed (just after, “We believe in the Holy Spirit, the Lord, the giver of life...”) Remember to stop and bow in front of the altar before you proceed up the steps to the ambo. If the Book of Gospels is still open on the Ambo, carefully close it and place in on the shelf under the top of the ambo. Open the binder with the intercessions and place it on the ambo.
16. Wait for the priest to introduce the Prayer of the Faithful, and then lead the assembly in each of the intercessions.
17. Wait for the priest to finish the prayer concluding the Prayer of the Faithful, then return to your seat in the assembly.
18. After the priest has been seated and the communion song is finished, approach the Ambo to read the announcements. Do not add to or edit the announcements. Remain in the front of the church after the announcements.
19. During the Song of Sending, join the procession in the same order as in the entrance procession, bowing with the priest and servers before the procession begins. Do NOT process out with the Book of the Gospels or the Lectionary.

EXTRAORDINARY MINISTERS OF COMMUNION

20. Bishops, priests, and deacons are the ordinary ministers of Holy Communion. Instituted acolytes, when available, may assist as extraordinary ministers. Occasionally, however, this assistance will be given by other extraordinary ministers of Holy Communion, either formally commissioned for a given period or, in case of necessity, deputed as needed by the priest celebrant.

*21. These ministers serve Christ present in the gathered assembly by ministering his Body and Blood to their brothers and sisters. They also serve the unity of the worshipping community by taking Holy Communion to those members who are prevented by sickness, old age, or other cause from taking part in the congregation.
(from "Introduction to the Order of Mass" USCCB)*

As an extraordinary minister of Communion you are first and foremost a member of the body of Christ, one of the holy people of God. In confirmation you were anointed with chrism as one who shares in the priestly, prophetic, and royal ministry of Jesus, the anointed one, the Christ. The fullest and most central expression of your ministry as a baptized Christian has been your participation in the celebration of the Eucharist. As a baptized Christian, you are already participating fully and deeply in the ministry of Jesus. As a minister of communion, you are called on to serve the body of Christ, the church, as it performs its most important work – the Eucharist. Like all ministry, this is a great honor and a great responsibility. Undertake it with intention to grow in your devotion to the Mass, to the church that celebrates it, and to the Lord!

Extraordinary ministers of Communion should possess certain characteristics and qualities. First, being a minister of communion is a "great office." It is an honor, and one who has been chosen for the job should acknowledge that. However, we must remember the role of ministry, with Jesus as our model, is about humility and service. We must be humble servants. Second, being a minister of communion requires a great deal of hospitality. Where God reigns, all are welcome. Everyone has a place at God's table. All who gather are honored guests. Our task is to welcome those who approach the Lord's table to extend to them the hospitality that has been extended to us by Christ himself. Third, we must be thankful. The word *Eucharist* comes from the Greek word for "thanks." The giving of thanks and praise in the Eucharist is the central and essential action of the church. We must receive the great gift of the Lord's presence with grateful hearts and share that gift generously and joyfully with others, both in the ministry of communion and in our daily lives. Fourth, as Catholics, we have been taught since our earliest days to treat the presence of the Lord in the Eucharist with the utmost reverence. As ministers of communion, we are the teachers of reverence. The reverence that we owe to the presence of Christ in the Eucharist we also owe to the Scriptures, the gathered assembly, and the priest, because Christ is present in all of them.

LITURGICAL PROCEDURES FOR EXTRAORDINARY MINISTERS OF COMMUNION

1. Arrive at least 10 minutes early for Mass.
2. Be sure to take your cross off the wall so that we know that we have enough Extraordinary Ministers of Communion before Mass begins.
3. Set-up of vessels and cups will be taken care of before Mass by the priest and the servers.
4. Ministers approach and stand at the foot of the altar (just before the steps) after the Sign of Peace, as soon as the Lamb of God has begun.
5. As soon as the priest has received Communion, together make a profound bow from the waist, and approach the altar.
6. Take your place around the altar, leaving room for the musicians to join you.
7. The Lead Cup Minister (LC) will approach the altar and receive Communion from the priest. The priest will then offer the LC one of the cups. The priest will begin by offering Communion to the Musicians, and then the other Ministers around the altar.
8. The LC will follow the priest and offer the cup to each of the Ministers around the altar. Then the priest will hand out the cups and then the bowls.
9. Step forward to receive the vessels from the priest. Follow the priest and move to your place to distribute.
10. HOST – offer the host to each person, saying, “The Body of Christ.” They should respond “Amen.”
11. CUP - Offer the cup to each person, saying, “The Blood of Christ.” They should say “Amen.” Take the cup back, wipe it with the purificator, turn it a quarter turn, and offer to the next person.
12. Please be sure to check for people that may have disabilities, especially in the front row, and offer Communion to them first.
13. When all have received, consume any remaining consecrated wine immediately in your place of distribution. If you run out of wine, simply return to the sacristy and begin cleaning up. (Any remaining wine must always be consumed and never poured down the sacrarium! If you cannot finish the wine yourself, ask another minister to do so for you.)
14. Then go to the sacristy to clean the sacred vessels, as usual. Please be sure to use the sacrarium, not the sink, to pour out the water you use to wash the cups the first time, unless you consume it. Likewise, when you wipe out the bowls or ciborium, use the sacrarium.
15. Return all vessels to their proper places and put the used purificators in the receptacles for them.
16. One minister will collect all of the crosses.
17. The ministers will then go to the front of the altar together, stand together and make a profound bow (at the waist), and then return to your seats. The minister who collected the crosses will place them back on the hooks, then return to their seat.

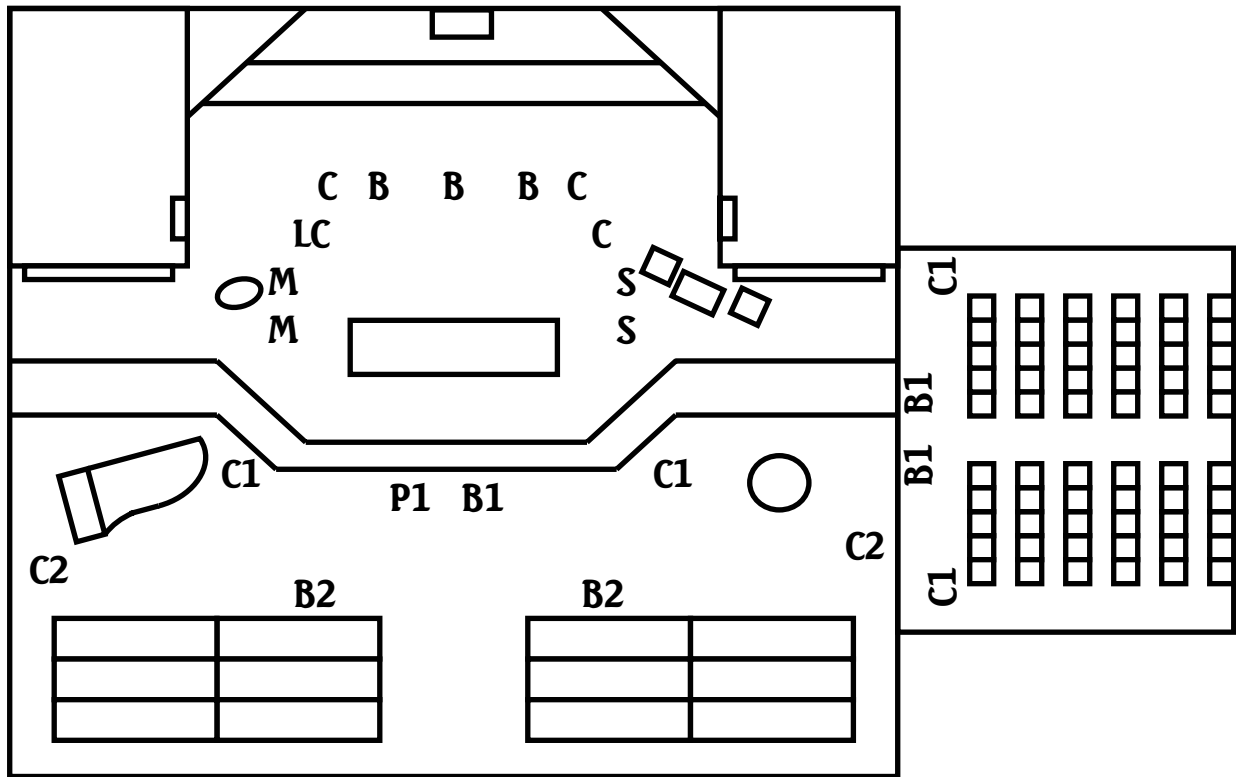
OTHER NOTES & PROCEDURES FOR EXTRAORDINARY MINISTERS OF COMMUNION

1. As Extraordinary Ministers of Communion, we must be especially aware of any parishioners with special needs. We must make a special effort to make sure that they are included and offered Holy Communion, reverently and respectfully. Please make sure that you offer Communion to those in the front row(s) who may not be able to walk in the Communion procession. We must be the Body and Blood of Christ to all those who are gathered.
2. Children too young to receive Communion may approach you in the Communion line, usually with their arms folded across their chest. We ask that you welcome them like anyone else and extend a blessing to them! You might make the sign of the cross on their forehead or extend your hand to their head. You might simply say, "Jesus loves you" or "God Bless You." Help them feel welcome at the Lord's table.
3. 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. However, if a communicant does dip the host into the cup, the cup minister should adapt accordingly. This is not the time for a lesson in communion etiquette.
4. During the Communion procession, you may have someone approach you with a small metal container which is called a Pyx. A Pyx is used to take Holy Communion to those who cannot attend Mass, usually to the sick or infirm. Simply place the host into the Pyx.
5. * If a host is dropped, it should be picked up reverently by the communion minister. The consecrated bread may be consumed by the minister or completely dissolved in water and poured down the sacrarium. * If wine is spilled, the spill should be covered with a purificator. Then after Mass, the area should be washed and the water poured into the sacrarium. The communion minister should be guided by a sense of reverence, and the desire not to embarrass the communicant in any way.

SACRARIUM: The sacrarium is a sink that leads directly to the earth below our sanctuary. This is consecrated ground and is appropriate to receive the Lord, as the earth once received the blood he shed for us. This sink is located just to the right of the regular sink in the sacristy. When cleaning any of the vessels for Holy Communion, the first rinse with water must always be consumed, or poured down the sacrarium. The regular sink is only used AFTER the initial rinse.

PURIFICATORS: The purificators are the cloths that are used at the altar and by the ministers of the cup. After these cloths have been used, they go into the special receptacle in the sacristy marked for them. The purificators get washed in a special way that is respectful of the precious blood that is on them. These cloths are never thrown into the trash.

PLACEMENT DIAGRAM FOR EXTRAORDINARY MINISTERS OF COMMUNION



Arrangement behind Altar:

- (B) 3 Ministers of the Bread will be in the center.
- (C) 2 Ministers of the Cup will be on each end.
 - (LC) The Lead Cup Minister will stand next to the musicians.
- (S) Servers will be in their usual place. (right)
- (M) The cantor and accompanist will join at the altar to receive. (left)

Distribution Stations (Set #1): *when Communion begins, start in these places...*

- (B1) 2 Ministers of the Bread go to the Chapel
- (C1) 2 Ministers of the Cup go to the Chapel
- (B1) 1 Minister of the Bread and the (P1) priest are front center in the main church
- (C1) 2 Ministers of the Cup are in the front to the sides in the main church

Distribution Stations (Set #2): *when everyone has received Communion in the Chapel and Fellowship Hall, those Distributing in the Chapel move to these places...*

- (B2) 2 Ministers of the Bread move in front of the first row of seats
- (C2) 2 Ministers of the Cup move to the outside walls near the side aisle

SACRISTAN

18. The sacristan carefully arranges the liturgical books, the vestments, and other things necessary in the celebration of Mass.

(from the "General Instruction of the Roman Missal" USCCB)

Whether or not there is a person bearing the title of sacristan, many things need to be done before liturgy can take place. The building must be opened and lit, cleaned and decorated for the feast. Bread and wine must be in place, vessels and vestments available, books and candles set out. The ordained ministers often do some of this work. The lectors, servers, and ushers usually have responsibilities for making ready the materials that they themselves use. To make sure this happens, the pastor or liturgist will need to provide overall supervision and support. Individuals and groups need to be given clear mandates and power to do the varied tasks. In most cases, this work will be enhanced by designating a sacristan, who will assure continuity and accountability in the performance of these tasks and will train new volunteers.

(from "The Sacristy Manual" Liturgy Training Publications)

The Ministry of Sacristan in the Catholic Church has changed over the years. Many years ago, the main duty of the Sacristan was the handling and laying out of the vestments for the priest. Today, the duties of the Sacristan are vast and varied depending upon the circumstances of the parish. In general, sacristans are responsible for the care, maintenance, and cleaning of all liturgical objects of the sacristy and the church. This work may include dressing the altar, replacing candles, and laundering all of the linens used at Mass. Sacristans often work closely with an Altar Society in order to maintain the sacred dignity of the church and sacristy.

ALTAR SOCIETY

There are altar societies in connection with most parish churches. The duties of members vary according to circumstances, in some instances including those which ordinarily fall within the sacristan's province, such as the vestments and altar vessels, getting things ready for Mass, and so on. As a general rule, altar societies arrange for the payment of the maintenance, repair, and supplies used in the ceremonies of the Church and usually also dedicate a certain amount of labor for this purpose.

ART & ENVIRONMENT

The Art & Environment Committee may work closely with the Sacristan when arranging for the decoration and beautification of the Church, especially during the major seasons of the liturgical year: Advent, Lent, Easter and Pentecost. Much time and planning are necessary to communicate the seasons of our lives and our journey through the liturgical cycle: Waiting, Birth, Baptism, Dying, and Rising are all integral to the paschal mystery.

Conclusion:

Thank you for responding to God's call to serve the community of St. Francis de Sales Parish. We are all called to be the Holy People of God, and you have risen to that challenge. Your dedication and service to our community is very important and we offer you our heartfelt thanks and support for all that you give to this community by sharing your gifts.

Liturgy is our communion, our strength, our nourishment, our song, our peace, our reminder, our promise. This singular meeting with the Lord Jesus leads us to make all the events and circumstances of our lives occasions for meeting him. All the baptized are invited to participate wholeheartedly in Sunday Mass. This has been true since the time of the apostles: On the Lord's Day, the baptized people assemble and celebrate the Eucharist. This is not something we do for God, but rather is God's good gift to us. To accept this gift is to give ourselves to the joyful and demanding participation called for by the very nature of the Liturgy itself.
(from Guide for the Assembly, Liturgy Training Publications)

If you have any questions and/or concerns, you may always contact Greg Buchberger, the Director of Liturgy and Music or the liaison for the ministry in question. Contact information is on the following page. This handbook and the Liturgical Ministry Schedules are also posted on the Parish Web-Site for your convenience: <http://www.stfrancislg.com/> Please know that we are here to assist you in any way that we can. Thank you and may God bless you always.

Ministry Liaisons & Contact Information

Hospitality: Greeters/Ushers

Pat Moorhouse 262-248-2494

Arlene Breuning 262-245-5979

Lectors

Diane Hinzpeter 262-248-0536 hinzpeterd@ctt.com

Extraordinary Ministers of Communion

Gay Stran 262-248-8883 g_stran@hotmail.com

Servers

Anne Trautner, DRE 262-248-8526 sfdsprep@stfrancislg.com

Director of Liturgy & Music

Greg Buchberger 262-248-1680 liturgy@stfrancislg.com

Any Information regarding the Liturgical Ministries at
St. Francis de Sales can be found on the Parish Web-Site:

<http://www.stfrancislg.com/>

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Resources & Documents:

Constitution on the Sacred Liturgy (from the Second Vatican Council)

Published by: Liturgy Training Publications

General Instruction of the Roman Missal (GIRM) 5th Edition, 2002

Published by: United States Conference of Catholic Bishops (USCCB)

Introduction to the Order of Mass: A Pastoral Resource of the Bishops' Committee on the Liturgy

Published by: United States Conference of Catholic Bishops (USCCB)

Guide for the Assembly (by Cardinal Joseph Bernardin)

Published by: Liturgy Training Publications

Guide for Lectors (by Aelred Rosser)

Published by: Liturgy Training Publications

Guide for Ushers & Greeters (by Lawrence E. Mick)

Published by: Liturgy Training Publications

Guide for Ministers of Communion (by Victoria M. Tufano)

Published by: Liturgy Training Publications

Serve God With Gladness: A Manual for Servers

Published by: Liturgy Training Publications

Web Resources & Documents:

Archdiocese of Milwaukee – Liturgical Ministry Guidelines (PDF)

<http://www.archmil.org/resources/ShowResource.asp?ID=1788>

Federation of Diocesan Liturgical Commissions

<http://www.fdlc.org/>

Liturgical Press

<http://www.litpress.org/>

Liturgy Training Publications

<http://www.ltp.org/>

Resource Publications

<http://www.rpinet.com/>

United States Conference of Catholic Bishops

<http://www.usccb.org/>