

Liturgical Ministry Procedures

Updated August 13, 2020

Preparations for Mass

All guests, ministers and volunteers are required to wear face masks. We have extra fabric ones for you to take home for you and your family.

Please remember everything you touch, especially your mask contaminates your hands.

PORTERS (four (4) total—one for each door and two inside the Church)

Arrival: 30 minutes prior to start of your Mass assignment

Role of Porter is to ensure that capacity limitations, required seating arrangements, movement to and from Communion, and in-place safety practices are observed.

Porters will ensure that the following is set up before Mass:

- A table, chair, outdoor sign, sign noting that doors close 5 minutes before Mass starts, cones and baskets are at each door & handouts for walk-ins are available.
- Items in two baskets in the Priest Sacristy, one for each table- includes:
 - iPad
 - sign up sheet with clipboard & pen,
 - porter name tags,
 - radio for table,
 - masks & hand sanitizer at each table



up

- Prop open doors with either door stops or hooks
- Turn on iPads code is 8601, click Safari to bring sign up list
- SignupGenius sign in info@olgcva.org PW 8601 Wildcats!
- One porter should check-in people and one porter help with seating at each entrance.
- Make sure everyone is wearing their mask correctly before they enter the Narthex.
- Ask if this is their first time returning to Mass.
- Check-in parishioners who have signed up Mass. Lists will be provided.
- Allow walk-ins if there is space. Take their name & contact information. Explain that we prefer everyone to signup so we don't have to turn people away.
- Be welcoming and explain procedures on where to sit and follow directions during Communion.
- Help attendees find seats.
- After bells have rung, ensure no one is walking in from the parking lot and close all exterior Narthex doors, allowing for **no one else to enter once Mass has begun.**
- Decide who will take which sections for communion process.

For handicapped parishioners*: Two pews are reserved for handicapped seating:

- First pew of Section “Yellow 1st” – OLGC’s regular handicapped seating row (see map) and will be served by Minister #B and

- First pew of **furthermost back section** of “Purple 1st” (see map) and will be served by Minister #D.

Porter or priest signals the Lector to start reading.

SACRISTAN

Arrival: 15-20 minutes prior to start of your Mass assignment

The Sacristan is the only person permitted in the Work Sacristy.

Sacristan thoroughly washes hands, wears gloves and prepares the following for Mass:

- 4 ciboria (labeled A-D), each holding only the number of hosts for each Mass. This number, along with any necessary provision for gluten-intolerant, will be provided by either Gerard or Irene. Two (2) ciboria—the one for the Presider at Station A and the one for the EM at Station C—should contain more hosts than the ones for EMs at Stations B because their serving sections are bigger.
- **If necessary**, a cup(s) with a small amount of wine, for those who are gluten-intolerant. Gerard or Irene will alert Sacristan if this is needed. This, and the purificator(s), are placed on the same tray with the ciboria. **NOTE:** There needs to be a separate cup and purificator for each person requiring Holy Communion in this manner.
- Priest Chalice with a purificator, corporal, and pall
- Priest paten with a large (daily) host AND small hosts for however many EMs will be serving. **NOTE:** If the Sacristan will be handling the chalice for a gluten-free recipient, be sure to include the additional host for the Sacristan on the priest’s paten as well.
- Cruets with wine and water
- Small towel for washing of hands
- Purificator on the table at each Communion Station

Place the Chalice (with purificator, corporal, and pall) on the table behind the Altar. Everything else remains on the tray on the same table.

Cover tray with a corporal.

The lavabo bowl and pitcher will already be on the small table.

LECTORS AND EXTRA-ORDINARY MINISTERS OF HOLY COMMUNION (EMHC)

Arrival: 15-20 minutes prior to the start of Mass

- Check-in at the Bell Tower entrance with Sacristan with iPad.
- Proceed directly to be seated. There will be no prayer, and the lectors will not join in the Procession.

- Sit in the first pews on each side in the center (reserved for Lectors and their families), remembering to maintain social distance.

When the 5-minute bell rings to before Mass begins, Lector 1 goes up to the Ambo to wait for the Porter to signal to begin Mass. At the appointed time, using the script provided, Lector 1 welcomes the Community, announces the intention of the Mass and the Presider, and provides a brief instruction regarding Mass procedures. Lector 1 remains in the Sanctuary until after the 1st Reading.

ATLAR SERVERS

Arrival: 15 minutes prior to the start of Mass

- Lead procession with cross.
- Set the altar.
- Cleanup the altar after communion. Sanitize hands at bench afterward.
- Lead recessional with cross.
- Clean cross with disinfectant after Mass.

CANTOR

Arrival: 15-20 minutes prior to the start of Mass

- Check-in at the Bell Tower entrance
- Head to the choir area

There is NO announcement of any music.

The Cantor will sing for the Procession, the Psalm, Gospel Acclamation, Offertory, Communion, and the Recessional.

During Mass

LECTORS

After the Collect (Opening Prayer), Lector 1:

- proceeds to the Ambo to proclaim the Reading
- lowers mask and proclaims the Reading
- raises face mask after proclamation, covering their mouth and nose
- sanitizes hands (a bottle of hand sanitizer is in the compartment in the Ambo)
- proceeds to the foot of the stairs, bows, and returns to their place. **NOTE:** The Cantor will not come to the Ambo but will be leading the Psalm from the choir area.

Once the Psalm is finished, Lector 2:

- approaches the Sanctuary, bows at the foot of the stairs and proceeds to the Ambo to proclaim the Reading, following the same procedure as Lector 1 above, with sanitizing

their hands either at their seat or using the sanitizer provided at the Ambo. **NOTE:** Lector 2 should leave and enter the pew from the opposite direction of Lector 1.

For the Prayers of the Faithful, at the end of the Creed, Lector 2:

- proceeds to the Ambo without bowing
- lowers face mask as they did for the Reading
- reads Prayers of the Faithful
- raises face mask
- waits for the Presider to conclude with the closing prayer, then
- returns to their seat without bowing

CANTOR

- sings the Psalm from their place in the Choir area. The Psalm will not be done in the usual manner, with the antiphon sung between each verse. Rather, the Cantor will sing the antiphon and the beginning and end of the sung Psalm.
- sings the Gospel Acclamation (Alleluia) without any verse
- at the conclusion of the Lamb of God, Cantor proceeds to the Ambo
- and explains to the Community the procedure for the reception of Holy Communion. **NOTE:** At the 10:00am Mass, the Cantor will lead the Spiritual Communion for those viewing the Mass at home.
- Cantor and/or Accompanist are to proceed to the Cantor stand to await EM on their way to their section, to receive communion.

PORTER

During the Lamb of God, Porter makes sure that those who will be directing the faithful to Holy Communion are in place and ready to direct the communicants to the nearest Station, maintaining the required social distance.

- Handicapped rows will receive communion from the B & D EMHC **first**.
- 1st section in each color goes 1st beginning with the row marked “start”.
- Middle sections (A & C) begin from the row in the 1st section closest to the EMHC marked “start” and then proceed to the 2nd section working towards the EMHC.
- Side sections (B & D) begin from the row in the 1st section marked “start” working towards EMHC, and then proceed to the 2nd section working towards the row marked “end”.
- Once all in your section have received, Porter can receive.

NOTE: During the 8:30am Mass, Porter places post-it notes on rows that were occupied, so the cleaning crew knows which rows to clean.

Extra-Ordinary Ministers of Holy Communion (EMHC)

At the end of the Lamb of God, the EMHCs:

- sanitize hands just prior to approaching the Sanctuary
- proceed to the Sanctuary, bow and stand on the floor at the foot of the steps, not entering the Sanctuary, maintaining a distance of 6 ft. between each minister

- If a cup(s) has been prepared for those who are gluten-intolerant, at the Lamb of God the Sacristan will enter the sanctuary and stand to the side of the Altar and wait to be served by the priest. After receiving, Sacristan will purify their hands using the hand sanitizer on the credence table and then take the cup(s) and purificator(s) from the Altar and place it/them on the table at Station #B
- Sacristan then takes their place next to the Tabernacle so that they will be available to provide consecrated hosts if any minister runs short.
- Once the Presider has consumed Eucharist, the EMHC closest to the Tabernacle proceeds first to receive Holy Communion from the Presider, maintaining social distance.
- After receiving EMHC goes behind the Altar, takes a ciborium from the tray on the Altar and heads directly to assigned position via the Ambo side.
- Use ONLY ONE hand to hold ciborium so that other hand will hand out host.
- Once the minister has reached their Station, they place the ciborium on the table and sanitize their hands, using the sanitizer provided.
- Subsequent EMHCs should follow the same procedure for sanitizing.
- **For handicapped parishioners*:** Two pews are reserved for handicapped seating:
 - First two pew of Section “Yellow 1st” – OLG’s regular handicapped seating row (see map) and will be served by Minister #A after they have finished the “green” Section.
- **For serving Cantor/Choir:** Minister #D will walk by the choir area on the way to their station to offer Communion. If there is no Minister D then Minister C takes this role.

Holy Communion is distributed in the usual manner, keeping in mind the following:

- Face masks are to be worn at all times.
- The minister is to place the host into the communicant's hand, making sure that touch is avoided.
- If you accidentally touch a communicant's hand, the minister will thoroughly disinfect their own hands with the hand sanitizer before continuing.
- If a communicant comes forward to receive on the tongue, kindly ask that they choose to in charity to receive in the hand or make a Spiritual Communion from their seat.
- If a person is wearing gloves, ask them to remove their gloves. Please let them know that you cannot place the consecrated host into a gloved hand.
- If an EM is running low of consecrated hosts, the EM will grab the attention of the Sacristan who is standing next to the Tabernacle and the Sacristan will then take the large ciborium from the Tabernacle to the EM who may be running out in order that they can replenish. In order for minimal touch the Sacristan will pour the consecrated hosts from large into smaller ciborium. **NOTE: If the Sacristan does not see the EM or is unavailable ask Porter to assist.**
- Once you have finished distributing Holy Communion, either (1) if you have only 1-2 hosts left, consume them or (2) go to the Tabernacle where the Sacristan will have you pour any remaining consecrated hosts into one larger ciborium.

- Take your empty ciborium and place it on the Altar, sanitize your hands, and return to your seat. **NOTE: Once the Sacristan has secured the remaining hosts in the tabernacle the Sacristan locks the Tabernacle, removes the key and places key back in the Sacristry. No one is to go to the tabernacle to retrieve hosts between Masses.**

Communion Station #A

(Front Center)

Green - A1 proceeds then A2.

Communion Station #B

(At the Doors Tabernacle Side)

Pink - B1 proceeds then B2.

Communion Station #C

(Back of Church facing the Altar)

Yellow - C1 proceeds then C2.

Communion Station #D

(At the Doors to outdoor stations)

Purple - D1 proceeds then D2



PORTER

During the Closing Song, the Porters prop open all doors near their assigned letter. Once the Cantor begins the dismissal of the Faithful, Porters can assist dismissing the Faithful from the back to the front.

After Mass

LECTORS

Collect money in collection boxes together - meet in the Minister's Room.

- Take the money envelope for their Mass.
- Remove the key from inside it and together go to each collection box.
- At each box, unlock the box, put the money in the bag, and lock the box.
- Return to Ministers Room.
- Place the key in the next Mass' envelope.
- Sign the verification sheet and place it inside the bag, push all air out of the bag.
- Remove the Trip LOK piece off and place it inside the bag.
- Fold to close bag and seal.
- Place in the drop safe and turn the dial.

5pm MASS

- Also collect the money in the candle and poor boxes in the Church, place in the separate bags, place bag and keys in the drop safe.

SACRISTAN

- Picks up all purificators and any chalice(s) used by the gluten-free recipient(s) from the minister stations and takes the tray with the all vessels to the Work Sacristy and thoroughly washes and dries them.
- if vessels have not been purified, add a small amount of water to the vessel(s), consolidate into one (one of the chalices would be easiest), take to the Priest Sacristy and empty into the sacraium
- Then return to the Work Sacristy, finalize any washing, drying and putting away
- Lock all cupboards when finished
- Door to Work Sacristy may remain open between Masses but lock after the Saturday and Sunday evening Masses.

PORTER

Combine checkin lists, disinfect the tables, chairs, pens, & iPads. Collect baskets, place them on the floor in the priest sacristy and plug in iPads. Once everyone has left close the Narthex doors.

CLEANING CREW

- After Mass, report to the table outside of DeSales Hall to obtain your gloves, cleaning supplies, and assignment.
- All volunteers are expected to wear masks and the provided gloves.
- The goal is to wipe down all hard surfaces that may have been touched by individuals to stop the spread of any germs, this includes the front and back of the pew, the seat and the kneeler.
- Each section will have a crew. A crew is made up of 2-3 cleaners.
- Once the Church is empty, each crew heads to their section. Each volunteer will have 2 rags and a spray bottle filled with disinfectant. The crew sprays the pews --seats, seatbacks, and kneelers -- spreads it with one rag and wipes with the other.
- Any items left in the pew are to be placed on the Porter's table at the main entrance.
- Crews assigned to the doors, take the disinfectant and 2 rags - spray the handles with the disinfectant, spread it with one rag, and wipe with the other.
- Once you are done with your section, return your cleaning supplies to table in front of De Sales Hall, placing your gloves in the trash can and dirty rags in the designated receptacle. You will be asked to initial the section on the chart that you disinfected.
- Lastly, wash your hands and use the hand sanitizer provided.

THANK YOU ALL FOR YOUR SERVICE!