



LITURGICAL MINISTRY PROCEDURES

Updated 5/31/22

Check-in

All Ministers

- Ministry Scheduler Pro (MSP) is the program we use to schedule and manage all Ministers for Mass.
- Please make sure you can fulfill your assignments each week. If you are unable to fulfill your position, please request a sub as soon as possible in MSP and try to fill in at another weekend Mass if in town.
- All Ministers are to sign in themselves using the Kiosk, located right outside the hallway to the Priest Sacristy. To sign in: tap your name on the screen and hit the option sign in. That's it. The Sacristan will check the iPad when the bells ring to see if there are any open spots that need to be filled. Please note that once the bells ring, the sacristan will look to fill any and all open spots. We appreciate the Ministers being checked in prior to the bells ringing (5min before Mass). If you use the mobile check in through your phone, please only do so on that morning as you leave your house.
- Any Minister who arrives after the bells have rung and/or has not checked in with the Sacristan and/or Kiosk should assume that he/she has been subbed out.

Attire

There is the expectation you come to Mass ready to serve and properly dressed for ministry. The norm is business casual. Your appearance should be appropriate, reflecting the role you are undertaking. Inappropriate clothing would include flip flops, t-shirts with wording, campaign buttons, etc. We need to do everything we can so as not to distract from our role in ministry.

Before Mass

Sacristan (Arrival: 30 minutes prior to the start of Mass.)

- Check-in on iPad.
- Upon arrival, take an overview of the EMHC tables (7 stations) in the Church to make sure:
 - Used finger towels have been removed and that there is a hand sanitizer on each table.
 - Hand towel, used for washing of Presider's hands, has been removed.
 - Check lavabo pitcher to make sure it has water in it for handwashing. If necessary, fill to about ½ full of tap water. You will need to get water from the Work Sacristy.

- Check the amount of Consecrated Eucharist in the ciborium in the Tabernacle. Sacristans need to be careful when setting up hosts in ciboria. The Church teaches that the hosts should be from the Mass celebrated, not from Reserved Eucharist.
- Wash hands and wear gloves which can be found in the drawer to the left of the sink.

Prepare:

- Seven (7) ciboria filled with the appropriate number of hosts for the Mass.
- Presider chalice with a purificator, corporal, and pall.
- Presider paten with a large host.
- Cruets with wine and water out of the refrigerator.
- Small towel for washing hands which are kept in the drawer to the left of the trash can.
- Place Tabernacle Key in Tabernacle.
- Place a paper folded towel on each of the seven (7) Communion station tables. The towels are located in the 2-drawer receptacle in the cupboard to the left of the sink.
- Put paten with one large host and cruet filled with wine on the gift table.
- On the credence table behind the ambo, place main chalice, purificator, corporal & pall, tray with remaining ciboria, lavabo basin, pitcher, and towel.
- Place Roman Missal on the end of the credence table. If Fr. Metzger is celebrating Mass, place the Roman Missal on the stand on the Altar.
- Make sure The Book of the Gospels is in the Ministers' Room.
- Make sure altar candles are lit.
- Lock cupboard and Sacristy before Mass.

Sacristan should never double up by also serving as EMHC at the same Mass.

Greeters (Arrival: 25 minutes prior to the start of Mass)

- Check-in on iPad.
- Put on Hospitality badge, located in Ministers' Room.
- Handout Orders of Services at entrances.

Porters (Arrival: 25 minutes prior to the start of Mass)

- Check-in on iPad.
- Put on Porter badge located in Ministers' Room.
- The Porters are assigned positions (ABCD) in MSP.
- Porter A should find a couple or family to bring up the gifts.
- Porter C is responsible for any emergencies or issues that come up (see notation at the end).
- Go to position and help attendees find seats.
- Gluten-intolerant recipients should sit in B1 near Tabernacle.
- The first pews of the back center section are reserved for the handicapped. Holy Communion will be distributed by Ministers C1 & C2.
- Please ensure that no one is standing in the back or in the Narthex. Please invite them to join the community and help them find a seat at Mass, unless they are tending to a fussy child.

Lectors (Arrival: 10-15 minutes prior to the start of Mass)

Lectors should prepare for both readings in case the other Lector does not show. If there is only one Lector, Lector 1 remains in the sanctuary during the Responsorial Psalm. Please alert the Cantor so they do not wait for you to leave the Altar after the 1st Reading.

- Check-in on iPad.
- Proceed into the Church to secure your seat. Go to the ambo, check the Lectionary and binder with the Prayer of the Faithful, and the opening announcements.
- When the outdoor bell rings 5 minutes before Mass begins,
 - Lector 1 goes up to the ambo to wait for the Sacristan to signal to begin Mass. Bring Order of Service with them so that they can participate in the opening song.
 - Lector 2 proceeds to the Narthex to join the other ministers in prayer and prepare to join in the procession.
- 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.

Extraordinary Ministers of Holy Communion (EMHC) (Arrival: 15-20 minutes prior to the start of Mass)

- Check-in on iPad and confirm your station. B1 distributes gluten-free hosts.
- Proceed into the Church to secure your seat.
- When the outdoor bell rings 5 minutes before Mass begins.

Cantor (Arrival: at time designated by the director)

- Check-in on iPad.
- Head to the choir area.

Altar Servers (Arrival: 10-15 minutes prior to the start of Mass)

- Check-in on iPad.
- Vest, making sure you choose an alb that fits. Check the calendar to see what color cincture (cord) to wear.
- Collect candles and cross.
- Once vested, wait for Presider in Narthex left of the TV screen. DO not block the doors or hallway to the restrooms.

The Introductory Rites

- When the Presider is ready to begin Mass, Sacristan will motion to Lector 1, who is in the Sanctuary, to read the opening announcements.
- Lector 1 reads the opening announcements printed in the binder.
- The procession begins after the first verse of the opening song.

Order of Procession

Cross
Candle Candle
Server Server

MC

Lector #2 w/ Book of the Gospel
(*Deacon w/ Book of the Gospel*)

Presider

- When the procession reaches the Altar, the Cross Bearer and Candle Bearers walk up the steps and place the cross and candles in their respective places, then go to their seats and remain standing.
- Lector 2 (or Deacon) places the Book of the Gospels face down on the Altar and goes to their place in the assembly. The Deacon waits at the Altar for the Presider to reverence the Altar.
- Presider and remaining server(s) reverence the Altar and go to their places.
- Music Ministers should endeavor to end the opening hymn/song once all ministers are in place.
- After the Gloria (or the Penitential Act during Advent and Lent), the Server designated for the book goes to the Presider and holds the Roman Missal or binder for the Collect (Opening Prayer).

The Liturgy of the Word

Lector and Cantor

- After the Collect, and once the assembly is seated, Lector 1 rises from their place in the Sanctuary and proceeds to the ambo to proclaim the First Reading. After the Reading is finished, Lector 1 turns the page of Lectionary to the Second Reading, if necessary.
- Lector 1 descends the steps to the center aisle, waits for the Cantor to join, and then bows together. Lector 1 returns to their seat in the assembly.
- Cantor goes up and proclaims Psalm.
- After the Psalm, the Cantor descends the steps to the center aisle waits for Lector 2, and bows together. The Cantor goes back to the music area, and Lector 2 proceeds to the ambo to proclaim the Second Reading. At the end of the Reading, Lector 2 closes the Lectionary and places it on the table next to the ambo. Lector 2 descends the steps to the center aisle, bows and returns to their seat in the assembly.
- Lector 2 will also read the petitions of the Prayer of the Faithful, unless the Deacon is present, who will read the petitions.
- Lector 2 proceeds to the Sanctuary during the Creed (at "one holy catholic apostolic church...") without bowing. Lector 2 remains at the ambo, until the Presider finishes the concluding prayer, and then proceeds back to their seat, without bowing.
- When there is only one Lector, Lector 1 remains in the Sanctuary during the Psalm and, after proclaiming the Second Reading, returns to their seat in the assembly.

The Liturgy of the Eucharist

Porters

- At the end of the Prayer of the Faithful, the porters proceed to the front of their assigned sections. Using the baskets or the sticks, the Porters move side to side passing the basket from pew to pew. Once your section is completed, you bring your basket to the Ministers' Room, where Porters B and D will be responsible for bagging the collection, dropping it in the safe and signing the control sheet. The procedure is repeated if there is a Second Collection, taken after Communion.
- Porter A meets the gift bearers at the table in the rear of the church. Instructs them to follow the Cross Bearer to the Sanctuary.
- Send the gift procession only when the Cross Bearer arrives.

Altar Servers

- Once the Prayer of the Faithful is finished and the assembly is seated, the Cross Bearer proceeds to lead the gift procession. The gift presenters meet the Cross Bearer at the table in the rear of the church. The Cross Bearer starts the procession as soon as the Presider reaches the bottom step. The gift bearers follow, hand the gifts to the Presider, bow and then return to their pew. The Cross Bearer returns the cross to its stand.
- The remaining servers set up the Altar at the beginning of the Preparation Rite.
- The server brings the chalice from the Credence Table to the Altar and sets it down on the right side of the Altar.
- Opens the corporal and places it in the bottom center of the Altar. The small red cross on the cloth is to be placed at the bottom of the Altar.
- Places the purificator and pall, to the right of the corporal.
- The chalice is placed on the corporal.
- Brings the tray of ciboria to the Altar and places it to the right of the chalice.
- The servers then join the Presider at the foot of the Sanctuary to assist in reception of the gifts.
- The server with the paten, and any ciboria place them on the altar. The server with the cruet of wine holds it in order to hand to the Presider to fill the chalice.
- As the Holy, Holy, Holy is sung; all Altar Servers move in a solemn and dignified manner down the steps and stand in front of the Altar. When the Holy, Holy, Holy is over, they kneel. The servers will remain there until the "Great Amen" is sung.
- Following the "Great Amen," the servers stand in place.

Communion Rite

Sacristan

At the beginning of the Lamb of God, the Sacristan proceeds to the Tabernacle and takes the large ciborium and the gluten free Pyx and places them on the Altar and stands near the Altar Server bench closest to the Presider's Chair.

Porters

Once the Sacristan is in place, Porters take their assigned, respective places ready to direct the communicants to the nearest station.

- Handicapped rows will receive Communion from the EMHC C **first**.
- Middle sections (A & C) begin from the 1st rows closest to the EMHC on both sides.
- 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 rear.
- Once all in the section have received, Porter is last to receive.



Eucharistic Ministers

During the Lamb of God,

- Proceed to the Sanctuary, bow, and **STAND** on the floor at the foot of the steps, do not enter the Sanctuary. *Ministers do not kneel, but remain standing, at this time because they are now in union with the Presider in his ministry of communion and not part of the congregation.*
- The Cantor and the Accompanist (when appropriate) join the Ministers in the Sanctuary, closest to the ambo, to receive Holy Communion first.
- Once the Presider has consumed Eucharist, he will first serve communion to the Sacristan. Next, the EMHC closest to the Tabernacle enters the Sanctuary to receive Holy Communion from the Presider, remembering to maintain physical distance. Each of the remaining EMHC approach the base of the steps but does not enter the Sanctuary to receive until the previous minister has been served.
- After receiving, EMHC goes behind the Altar, sanitizes their hands from the bottle of hand sanitizer on the credence table, takes from the tray any ciborium and heads directly to assigned station. B1 takes the Pyx with gluten-free hosts along with their ciborium.
- The Cantor will invite the assembly to stand and join in singing the Communion Song. At the 10am Mass the Cantor invites those joining via live stream to make a Spiritual Communion.
- Those parishioners who receive low-gluten host should sit in Section B1.
- Altar Servers will receive Communion after all EMHCs.

- EMHC C will, if directed by the Porter, distribute Holy Communion to any handicapped attendees in the 1st row of the section.
- The Sacristan proceeds to the choir section and distributes Holy Communion to any choir members wishing to receive and then returns to the Sanctuary.
- **NOTE:** Those who are GF are directed to received Holy Communion at Section B1.

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

- EMHC places the host into the communicant's hand, making sure that touch is avoided.
- If EMHC accidentally touches a communicant's hand, the minister thoroughly disinfects their own hands with the hand sanitizer before continuing.
- If a communicant comes forward to receive on the tongue, kindly ask that they remain until the end of the Distribution of Holy Communion to receive from the Presider at Station A.
- If a person is wearing gloves, ask them to remove their gloves, explaining that a consecrated host cannot be placed into a gloved hand.
- If a person comes forward with a Pyx in order to take communion to an ill parishioner, the Pyx should be opened by the person presenting the Pyx so the EMHC can place the requested number of hosts (should be only 1 or 2) in the Pyx first; Pyx should be closed by recipient and will then the EMHC will serve the recipient.
- If a consecrated host is dropped before it is placed in a recipient's hand, pick it up and consume it.
- No minister is to bring the Eucharist to the Narthex. Please invite attendees to come into the Church to receive.
- When people come with arms crossed, acknowledge them by saing "May God be with you" or "May God bless you". Please do not raise your hand in blessing, make the Sign of the Cross, or any other sign, including touching them.
- If running low on consecrated hosts, EMHC signals to the Sacristan on the Altar who will bring them more hosts. EMHC can also ask Porter to assist.
- If you do not have enough hosts, you can break them or look for another minister to replace you.
- Once finished distributing Holy Communion, the Porter is the last to receive in your section. Return to the Altar where the Sacristan will have you combine any remaining consecrated hosts into the one larger ciborium.
- PLEASE NOTE - the only words to be said are THE BODY OF CHRIST. No other wording is to be used. In addition, the minister is NOT to raise the host as if to raise the communicant's eyes to the host.
- EMHC B returns both the ciborium and Pyx, if appropriate, to the Altar.
- **EMHCs do not go to any other station to assist with distribution of Holy Communion but simply return to the Altar.**
- Bow at the bottom of the steps and return to their seat.
- Sacristan returns any remaining Eucharist to the Tabernacle. **If for any reason a minister is still in the Sanctuary while the Eucharist is being placed in the Tabernacle, they are to remain in place (no movement) until after the Tabernacle door is closed.**

Altar Servers

- Once the Ministers begin to receive Holy Communion, the servers stand and take their place in line to receive Holy Communion at Station A.
- After all servers have received Holy Communion and the EMs have left the Sanctuary, server places small cruet of water on the right side of the Altar.
- Servers move to their seats in a solemn and dignified manner. They remain standing, hands folded, until the Eucharist is placed in the Tabernacle.
- After the Presider or the Deacon has purified the vessels, a server removes the corporal, purificator, pall, chalice and any other items from the Altar, and places these items on the Credence Table and returns to their seat.
- If the Deacon is present, he places all items on the Credence Table where he will purify the vessels.

The Concluding Rites

- The server designated for the book goes to the Presider and holds the Roman Missal or binder for the Prayer after Communion (and the announcements).
- The Cross Bearer collects the cross and proceeds to the center aisle where the remaining servers will meet.
- For the recessional, the servers proceed to the center aisle. The Presider (and Deacon) reverence the Altar and join the servers at the foot of the Sanctuary. After the second verse (or longer at the discretion of the Presider), the procession heads to the Narthex.

After Mass

Porters

- Please open and prop doors closest to your section.
- Make sure there is a basket for the Orders of Service and a stack of bulletins at your section door.
- Go to station door and distribute bulletins to the assembly as they leave Church.
- After the 5pm Mass (Sunday) the Orders of Service are placed in the boxes in the Ministers' Room where they will be picked up for recycling.

Greeters

- Go to Welcome Desk to assist parishioners and guests.

Sacristan

- Returns the Book of the Gospels to the Ministers' Room.
- Removes all used ciboria and chalices.
- Purify, if necessary, and wash all vessels with warm water and soap.
- Dry the vessels with clean towel and return them to their respective cabinets.
- Reassemble Presider's vessels: chalice, purificator, paten, pall & corporal and return to cabinet.
- Lock all cabinets and doors when finished.

- After the 4pm (Saturday), 12pm and 5pm (Sunday) Masses, the Sacristan shuts off all lights and locks all the doors of the Church and the Narthex.

Lectors

- Two Lectors ordinarily secure the collection. They proceed to Ministers' Room, retrieve collection bag labeled with the Mass time, bag offertory from collection boxes in Narthex by unlocking the box with the key found in the bag, seal bag, place in safe and sign verification sheet.
- In the absence of the Lectors, two (2) other Ministers from different households can secure the collection.

Altar Servers

- Unvest, put the alb on a hanger and hang it up in the correct size location. Place the cincture (cord) on the hook.

In the case of an EMERGENCY during Mass, Porter C assumes the Lead Role by 1) locating a staff member and 2) ensuring that emergency personnel are called. They work with the staff member on site and the other Porters to take control of the situation, look for medical personnel (if appropriate) and lessen any involvement of parishioners with as little disruption to the Mass as possible.

If you have any questions, please reach out to Gerard Hall, Director of Liturgy, ghall@olgva.org.