

Liturgical Ministers

These instructions detail the manner in which Lectors and Eucharistic Ministers will setup and serve at Mass effective the First Sunday of Advent, Nov 30, 2015.

Lectors Setup

1. Lectors will check-in 20 minutes before Mass begins by going to the Sacristy and signing the sign-in sheet which shall be on the counter
2. After reviewing the readings and announcements, bring the Lectionary and weekly announcements to the ambo.
3. Bring the red prayer binder to the deacon's chair at St. Casimir's or the table next to the presider's chair at Holy Name.

Eucharistic Ministers Setup

Eucharistic Ministers will serve as Sacristans as well. To that extent, they shall take the following actions:

1. Eucharistic Ministers will check-in 20 minutes before Mass begins by going to the Sacristy and signing the sign-in sheet which shall be on the counter.
2. Set the credence table with:
 - The chalice & pall plus 3 cups
 - 4 purificators (1 for the chalice and 1 for each cup)
 - The corporal (altar cloth) (Note for those serving at Saint Casimir's: We will no longer be using the large cloths. We will be using the more traditional sized cloths which will located in the same spot in the drawer in sacristy.)
 - A cruet of water for the blessing of the gifts
 - A bowl and a pitcher/cruet of water along with a towel for the washing of the hands
3. Set the offertory table:
 - Cruet of wine

- Enough unconsecrated hosts to serve those attending Mass and have a small reserve (15-20) for trips to the homebound.
 - a. Inventory the reserve of hosts in the tabernacle before Mass in order to get a proper count.
 - b. To get a sense of how much should be placed on the offertory table, take a look at the attendance book in the sacristy and take the highest count from the previous month. Disregard special events such as Easter and Christmas.
- 4. Let the usher who is taking the count of people know the overall number of hosts (combination of reserve in the tabernacle and unconsecrated on the offertory) as the usher should adjust after Mass if the count is too high or too low.
- 5. Light the candles at the altar.

After Setup:

After taking the above steps, everyone should have a seat in the community since there will be no procession at the beginning or conclusion of Mass. You are encouraged to sit with your families and other parishioners. Please, though, make sure you are seated close to the altar.

The Lector shall process in first promptly at the top of the hour. He or she shall reverence the altar. After doing so, he or she shall go to the ambo, welcome those present and make the announcements for the Mass. After the announcements have been made, he or she shall go to their seat. At that time, the cantor shall ask all to rise and join in singing the entrance hymn.

Readings:

The **Lector** should reverence the altar before and after each reading – whether they are doing one reading or both. If doing both readings, they should return to their seat during the responsorial psalm.

After the Offertory:

1. The **deacon** will dress the Altar.
2. If altar servers are NOT present, the **Eucharistic Ministers** shall assist as follows:
 - Bring the chalice, cups and cruet of water to the deacon.
 - After the gifts have been brought up, one **Eucharistic Minister** should take the cruets of wine and water from the deacon (after he has filled the chalice) as well as the lid(s) to the ciborium/ciboria, and place them on the credence table.
 - The other two **Eucharistic Ministers** shall bring up the bowl, water and towel for the washing of the hands.

Communion:

1. At the end of communion, the **deacon** or **priest** will bring the ciborium with unused hosts to the tabernacle. Prior to doing so, one of the **Eucharistic Ministers** should stand by the altar to receive the empty ciborium/ciboria or paten from the deacon, and bring them to the credence table along with the pall.
2. If you are taking communion to the hospitalized or homebound, you are to leave with your pyx immediately after Father's blessing. You are carrying Jesus and are not to wait until the end of Mass.

After Mass:

1. **Lectors** should bring the Lectionary, announcement sheet, red prayer binder and Book of Gospels back to the sacristy.
2. **Eucharistic Ministers** should extinguish the candles and bring everything back to the sacristy, clean and put away.

Scheduling and Staffing:

We are looking for more Lectors and Eucharistic Ministers. If you know of anyone who is interested, please notify Father or one of the deacons. It is our goal to have training sessions for new liturgical ministers during the first quarter of 2016.

As stated in the meetings, you are free to serve at any Mass. If you are unable to serve, please find a replacement. Moving forward, we hope that we do not have to chase down liturgical ministers at Mass. If you can't serve when you are scheduled, please find a sub.

In the near future, schedules will be made to ensure that all Masses are filled with liturgical ministers. We appreciate your openness to serving at different Masses.

As we move forward, please feel free to reach out to Deacon Tom (tbegley3@comcast.net) with any questions or concerns you may have.