

Instructions for Liturgical Ministers on Sunday

First Sunday of the Month the Deacons will be assisting at Mass: 3 distributors at 4:00, 8:00, 11:30 Mass. 4 distributors at 10:00 Mass so that 2 can go to the balcony.

The remaining weeks: 4 distributors at 4:00, 8:00 and 11:30 Mass. 5 distributors at the 10:00 Mass so that 2 can go to the balcony.

Remember when there is a Deacon assisting or more than one priest, one of the distributors will have to step back. There can happen anytime, but the general schedule is above. Please help out when you see the need.

ONE SET UP PERSON:

PRESIDER will set up the hosts and chalice.

The extra bowls take to the credence table. 4:00, 8:00 and 11:30 Mass – 3 extra bowls. 10:00 Mass – 4 extra bowls.

The cruets and the flat paten with the large host in it will be placed on the table by the Priest's sacristy and ready to be taken up during the offertory. As the priest and servers receive the gifts; the servers have in hand what is needed at the Altar.

Make sure the tabernacle key is in the tabernacle. (On Sunday's 8:00 leaves the tabernacle key for 10:00 and 10:00 leaves it for 11:30 Mass.) Take the basket for children's collection to the front of the Altar (on the floor). Leave Basket in the Priest Sacristy. – Stays there between Masses.

Make sure to return the chalice, bowls, and cruets to the Priest Sacristy. The set up person will purify the bowls. Make sure there is wine and water in the cruets for the next Mass. Chalice and bowls are left on the counter for the next Mass. The person who sets up for the 4:00 p.m. and 11:30 a.m. Mass puts things away.

Set up Person - Purify the patens after Mass – Presider will purify the Chalice.

If there is a visiting priest, please check with them on how to set up.

EUCCHARISTIC MINISTERS:

Please check in. (clipboard back table)

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WHEN TO ENTER THE SANCTUARY: After the “Sign of Peace” during the “Lamb of God” all Eucharistic Ministers enter the Sanctuary on stand on either side of the altar facing the altar. The priest will go to the Tabernacle to get the Blessed Sacrament.

Pray the prayers and when it is time to receive the Eucharist – receive. After receiving the Eucharist - **sanitize your hands before you distribute**. Father will give you a bowl and direct you to your location to distribute.

Distribute the Host:

Hold up the Host to each person: “The Body of Christ”

Blessing Children: Do NOT bless anyone with the Host. Please offer a “God Bless You” verbally as a child passes but NO sign of the cross.

When you are finished distributing: Return to the altar and place the Bowl of Hosts on the Altar. Move to the credence table to purify your hands/fingers. Go to the front of the altar at the head of the center isle and bow. Return to your pew.

Father will have the last person distributing take the remaining Hosts to the tabernacle. After the Tabernacle doors are closed - genuflect, purify your fingers and return to your seat.

Servers will light candles and extinguish them after Mass.

****REMEMBER**** the Altar Servers are there to return bowls to the credence table and to assist the president.

Please get a replacement if you are not able to serve at the Mass assigned. If you need a list of subs, please ask. If unable to get a replacement, let us know.

EUCHARISTIC MINISTERS ARE COMMISSIONED.

From The Diocesan office: EMHC's are commissioned for a two year term beginning on Corpus Christi (odd years). School student EMHC's are certified each year. This would have been a year when all current and new EMHC's would have needed to be re-certified. However, due to the pandemic, Bishop Thomas extended the term for current EMHC's for an additional year (until Corpus Christi (June 16, 2022)). EMHC's are not commissioned for life nor for other parishes. The certificate template indicates the parish/institution where they minister.

TAKING COMMUNION TO THE SICK: Go to the Tabernacle **after Mass** to place the Host/s in your Pyx. Please keep Jesus close to your heart and not in your purse or pocket. **Go immediately to the home to share Communion.** Do not stop for breakfast/lunch/coffee.

Take time with each person. Have instructions for how to distribute to the homebound with you. Be mindful of the person receiving and what they are able to do. If you need instructions, stop in the rectory. Teresa L has a booklet to use: long version/short version.

If you need to get communion for the homebound when you receive in the Communion Line, please clear this with Fr. Scott first.

LECTOR:

There will be one Lector at Sunday Mass. As part of the procession the Lector will carry the Book of the Gospels and place it on the Altar. Bow before entering the Sanctuary. Return to your pew. Lectors will no longer read the introduction. Do NOT carry the Book out after Mass. But take it back afterward for the next Mass.

Enter the Sanctuary to the Pulpit for the Firsts Reading. Make sure the light switch on the mic is on (red light) before you begin reading. Adjust the mic as needed. Proclaim the First Reading. Be seated in the sanctuary (on the side) for the Responsorial Psalm. Proclaim the Second Reading. Hand the Lectionary to the server so that Father can bring the Book of the Gospels over. After reverencing the Altar returned to your pew.

Following the Creed - If there is not a Deacon assisting at Mass, after Father does the introduction, return to the Pulpit and read the Petitions/Prayer of the Faithful. After the presider prays the prayer – return to your pew.

Following the Prayer After Communion – return to the Pulpit to read the announcements. After announcements return to your pew. The Lector does not process out.

After Mass please return the Book of the Gospels to the Priests Sacristy for the next Mass.

Please get a replacement if you are not able to serve at the Mass assigned. If you need a list of subs, please ask. If unable to get a replacement, let us know.

USHERS:

Please help people find seats. **Use the baskets with handles for the collection.**
Place all money in the bags WITHOUT sorting. Close the bag and return to Mass.
Be mindful of the needs of the people.

Know where the First Aid kit is. Know about the defibulator.
There will be packets of honey with first aid, in case a diabetic needs sugar.

Tornado Key – Located in the locked closet in the priest sacristy.

There will be Two Key Rings:

One for the The Church Basement

One for the School Basement

(For the outdoor entrance to Fourth Street School basement at this time.)

1. Get people down from the balcony.
2. Get as many people in the church basement. They can stand.
3. Get people into both restrooms
4. Get people into the Confessionals
5. Priest and servers sacristy
6. Stairwells
7. Rectory hallway

****If informed of a tornado emergency, immediately tell the celebrant.**