

Second Reader

During the preceding week(s):

- Study and practice the reading.

Upon arrival

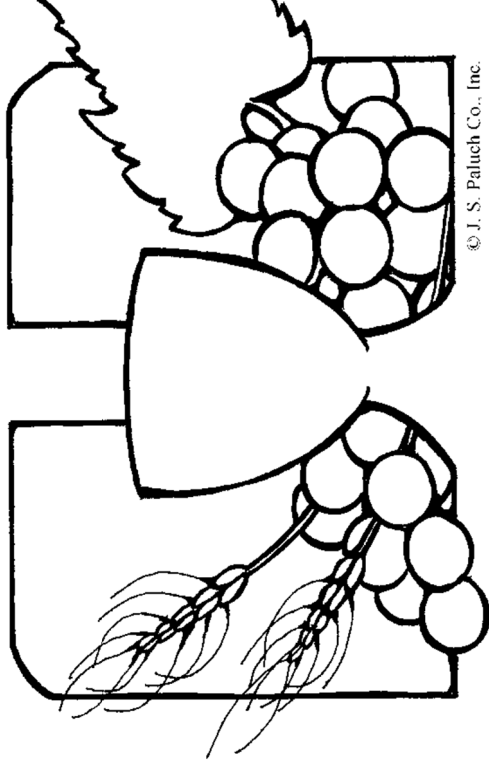
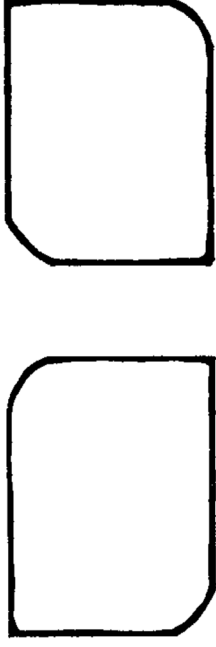
- Sign in on the sheet on the Sacristy, and let the Commentator know you are here.
- Double-check that the readings are ready at the ambo.
- Take a seat in the congregation.

When the Psalm is over

- Walk up to the ambo. Readers should not bring the Lectors Workbook, missalettes or papers with them as it diminishes the dignity of the reading.
- Adjust microphone to height.
- Announce the reading as worded in the book: "A reading from the book of ____"
- When the reading is finished, pause, and then say only: "The Word of the Lord." (Per Diocese instructions, nothing else may be said.)
- Close the Lectionary and put on lower shelf of ambo.
- After coming down the steps, bow to the altar and take your seat in the congregation.

At the Conclusion of Mass

- Straighten up Church as needed.



Lay Minister Duties at Mass

Resurrection Catholic Church
Riverview, Florida

2015

Oh when the saints go marching in

Oh when the saints go marching in

When the saints go marching in

Oh Lord I want to be in that number

When the saints go marching in

When the sun begins to shine

When the sun begins to shine

Lord I want to be in that number

When the sun begins to shine

And when they're singing Hallelu

And when they're singing Hallelu

Lord I want to be in that number

When they're singing Hallelu

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- Announce page the readings begin on.
- Announce the reading as worded in the Lectionary: "A reading from the book of _____"
- When the reading is finished, pause, and then say only: "The Word of the Lord." (Per Diocese instructions, nothing else may be said.)
- After coming down the steps, bow to the altar and take your seat in the congregation.

At the Conclusion of the Mass

- Take the Book of the Gospels from the ambo and return it to the Sacristy.
- Straighten up Church as needed.

First Reader

During the preceding week(s):

- Study and practice the reading.

Upon arrival

- Sign in on the sheet in the Sacristy, and let the Commentator know you are here.
- Double-check that the Lectionary on the ambo is open to the first reading.
- Make sure the Book of the Gospels is set to the correct date.
- Make sure the Book of the Gospels stand is on the altar.
- Be ready to process with the Book of the Gospels five minutes before the start of Mass.
- When the Deacon is present, he processes in with the Book of the Gospels and the first reader sits in the congregation until the first reading.

Upon start of Mass (at Father's signal)

- Process in with the Book of the Gospels behind the altar servers.
- Hold the book of the Gospels slightly elevated and walk at a dignified pace.
- Pause at the Sanctuary steps with the altar servers and Father. *Do not bow* while holding the Book of the Gospels.
- Ascend the Sanctuary steps (no need to wait for Father or the altar servers) and place the Book of the Gospels on the stand on the altar.
- Take position standing by ambo, being careful not to block the projector.

When Father is seated:

- Adjust microphone to height.

Prayer of Pope Clement XI

Lord, I believe in You; increase my faith.

I trust in You; strengthen my trust.

I love You; let me love You more and more.

I am sorry for my sins; deepen my sorrow.

I worship You as my first beginning.

I long for You as my last end.

I praise You as my constant helper.

And I call You as my loving protector.

I want to do what You ask of me:

In the way You ask, for as long as You ask, because You ask it.

Let me love You, Lord, as my God.

And see myself as I really am a pilgrim in this world

A Christian called to respect and love all those lives I touch.

Opening Prayer

In our continuing catechesis, today we consider the Church as God's temple. The great temple of Solomon in Jerusalem, a place of prayer and encounter with the Lord, was a prefigurement of the Church.

Jesus Christ, the Incarnate Son who dwelt among us, is Himself the definitive and living Temple where we encounter God's presence in our midst. Christ makes us, the member of His mystical body, "living stones" for the construction of a "holy temple in the Lord" (Ephesians 2:21), in which we exercise our baptismal priesthood by offering spiritual sacrifices.

The Holy Spirit in the variety of His gifts, unites us and enables us to contribute the building up of the Church in holiness. In this great work, each of us has a part to play; each of us, as a "living stone", is needed for the growth and the beauty of God's holy temple. Let us ask the Lord to help us to take an ever more active part in the Church's life and mission, guided by the Holy Spirit and with Jesus as our cornerstone.

from The Creed, Pillar I Ascension Press

After the final blessing

- Announce the Recessional Hymn.
- Return to congregation (do not process off the Sanctuary with Father).

After Father has processed out and the Recessional Hymn has concluded:

- Place the Lectionary back on top of the ambo and open to the first reading, for the next Mass (not at 10:30).
- Straighten up Church as needed.

Duties of Specific Ministries

Commentator

Before Mass:

- Review Commentator sheet in the binder, note directions in red and highlighted info.
- Verify Readers are present. Get replacements for no-shows ten minutes before the start of Mass.
- Check that the Lectionary on the ambo is open to the first reading.
- Adjust microphone to height.
- Five minutes before Mass, take a seat in the Sanctuary next to the ambo and wait for Father's sign to start.

Upon start of Mass (at Father's signal)

- Read welcome and opening information.
- Return to congregation (with binder) after announcing the processional hymn.

At the end of the Creed

- Go up to ambo after the Creed for the *Prayer of the Faithful*.
- After announcing the Offertory Hymn, return to congregation (with binder).

After Communion

- Go up to the ambo after the blessed Sacrament has been placed in the tabernacle and Father is cleaning his chalice
- If there is a second collection, announce the collection and take a seat next to the ambo while the collection is being taken.
- Greet newcomers, read the announcements, call people up for blessing, call family for travelling chalice if listed.

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Introduction

“Well-disposed Catholics start to prepare for Mass before leaving home for Church.”

- Consider our failings, oversights & neglect
- Read the Sunday Scriptures beforehand
- Prepare our Parish Stewardship
- Dress appropriately
- Transition from hectic everyday life to the serenity and peacefulness of God’s house

Bishop Robert N. Lynch, Living Eucharist, pp. 7-8

Preparation for All Ministers

- Before arriving at Church prepare your body (dress properly) and soul (prayer).
- Arrive at least 15 minutes before Mass starts. Sign in on the sheet in the sacristy.
- When not scheduled, make sure to check in to the sacristy to see if you are needed. All ministers should be dressed to serve, even when not scheduled, in case asked to fill in

Reverence and Dress Code

The house of God is a sacred space deserving respect at all times. As ministers, we set the tone for the parish. We show reverence by our dress, talk, behavior and especially by full and active participation in the celebration of Mass to recognize the sacredness of the Lord.

The Holy Sacrifice of the Mass is the heavenly banquet and we should always dress as if we are participating in a very important occasion. A rule of thumb is “Sunday best” attire.

- **Everyone:**
 - No jeans (of any color), shorts, t-shirts, sneakers or tennis shoes, or flip-flops.
- **Ladies:**
 - Preferred: dresses, pantsuits, skirts and tops.
 - Acceptable: dress pants and blouse.
 - No miniskirts, capris, see-through fabric, low-cut blouses, bare midriffs, or distracting jewelry.
- **Gentlemen:**
 - Preferred: suit and tie or trousers with sports jacket.
 - Acceptable: trousers with dress shirt.

Extraordinary Eucharistic Ministers

Before Mass

Head EM

The head EM is designated by an asterisk on the schedule, or in the absence of an asterisk, the first person listed is the head.

- The head EM should arrive 20 minutes before Mass to allow time for setup before the Rosary is prayed.
- Fill out an EM assignment sheet and include the Deacon when necessary.
- Check Tabernacle for amount of ciboria and consecrated hosts.
- Prepare sacred vessels (chalices, ciboria), linens (purificators, finger towel, and corporals), wine, cruets and finger bowl. Refer to sheets inside the Sacristy cabinet for preparations needed at each Mass.
- Place cruets and ciborium with hosts and large host on gift table.
- Verify all EM's are present. Get replacements for no-shows ten minutes before the start of Mass.
- When a visiting priest is saying Mass, it the responsibility of the head EM to:
 - Ensure the wireless microphone is ready.
 - Ensure the Roman Missal is ready in the Sanctuary.
 - Ask the priest if he wants an Alter Server to hold it open for the Opening Prayer.
 - Offer assistance with vestments.
 - Brief the priest on the following:
 - Whether both Species or Host only
 - Whether there are consecrated Hosts in the Tabernacle
 - Number of ciboria/EMs for each Species, and which side for Blood vs. Host
 - The special blessing (birthdays, anniversaries, etc.) at the end of Mass

- o If necessary, adapt Communion procedures per the visiting priest's direction.

All EMs

- Sign in on the assignment sheet in the Sacristy, and report to Head EM for assignment
- Assist head EM in set up for Mass.
- If you have a pyx to be filled, place unconsecrated host(s) in the pyx, put on tray and place the tray on altar. (If pyx is not placed on the altar before Mass, place it during the Rite of Peace).

After the Rite of Peace

- Walk to the front of the pews
- Wait until all EM's have gathered in front of the pews, then bow as a group, ascend the steps to the sanctuary as a group, and take assigned places.

Receiving Communion

- Father or Deacon distributes Communion to all EMs – never take Communion yourself.
- In Masses where only the Host is to be distributed (no Blood), the EM receiving the Blood from Father should carry the chalice across the altar and offer to the other EMs.

Offering Communion to the Congregation

- Say "The Body of Christ" or "The Blood of Christ" and pause for their "Amen"
 - o Need to ensure it is consumed immediately – not taken back to pew
 - o EM "offers" the chalice; the communicant does not take the chalice
 - o Refer to complete instructions handout.
- When distributing in the back of the Church, remember to give Communion to the handicapped in the first row of chairs first.

Concluding Rite

The Concluding Rites include the **Final Blessing** and **Dismissal**. These prepare us for mission: empowered by the Holy Spirit, we live out our baptismal consecration in the world. Renewed by the Eucharist, we are sent back into our daily lives to transform our communities and world. The Good News we have received should overflow into our lives and move us to mission in the world. Thus, the Concluding Rites are not an end but a beginning, calling us to make our entire lives "Eucharistic," so that *"the Christian who takes part in the Eucharist learns to become a promoter of Communion, peace and solidarity in every situation"* (Pope John Paul II, *Mane Nobiscum Domine* [Stay with Us, Lord], no. 27). (from uscgb.org/roman-missal)

After the Dismissal:

- **Commentator:** announce the Recessional Hymn, return to congregation.
- **Ushers:** open the doors to the Church, hand out bulletins.
- **Altar Servers:** Processing out with Father
- **Music:** Recessional Hymn.
- **Tech Team:** click through the Recessional Hymn.
- **Refer to Duties of Ministers beginning on page x for complete directions.**

At conclusion of Recessional Hymn:

- **Commentator:** Place the Lectionary back on top of the ambo open to readings for next Mass (not at 10:30).
- **First Reader:** Place the Book of the Gospels back in the Sacristy.
- **Altar Servers:** Bring vessels back to the Sacristy. Blow out candles next to altar. Bring crucifix back to altar server room.
- **EM's:** Make sure counter in Sacristy is cleared.
- **Ushers:** Close the doors to the Church after handing out bulletins. Return unused welcome packets to sacristy for next Mass.
- **Everyone:** Straighten up Church

that we might come to know and model the love that is present in the sacrifice.

During the **Lord's Prayer**, we praise the Father, pray for the coming of his Kingdom on earth, and recall again our need for reconciliation to God and others. At the Rite of Peace, we extend our hands and our hearts to one another in a sign of Communion and charity. We then ask the **Lamb of God** for mercy and peace.

Before receiving **Communion**, we acknowledge our unworthiness and pray for God's healing for us and our community. We prepare for Communion with Christ and the Spirit, but also with one another. Saint Pope John Paul II writes in *Dominicae Cenaee*, "*We approach as a community the table.*" *We receive Christ as "a gift and grace for each individual" but also "in the unity of His body which is the Church" (no. 4).* *The Eucharist is a "sacrament of [the Church's] unity" (no. 12).* (from uscgb.org/romanmissal)

- **Music:** Communion Hymn during distribution of Communion.
- **Tech Team:** click through the Communion Hymn.
- **EM's:** After the Sign of Peace process to the sanctuary as a group and take assigned places.
- **Ushers:** When Father is distributing Communion to the EM's around the altar, position yourselves for guiding the congregation for Communion.
- **Commentator:** After Communion, begin announcements while Father is cleaning his chalice.
- **Refer to Duties of Ministers beginning on page x for complete directions.**

If there is a second collection

- **Commentator** announces the second collection and sits next to the ambo while the collection is being taken. Begin announcements when the second collection is done.
- **Ushers:** After all have received Communion, get collection baskets and begin the Second collection when the commentator announces it.

- Do not bow when carrying the Blessed Sacrament – you are carrying Jesus in your hands.
- When someone presents themselves for Communion with arms crossed, put your hand just above his/her shoulder and say, "May God bless you."

At the completion of Communion

- Bring ciboria back to the altar.
- Bring chalices to the Sacristy and purify, maintaining integrity of the Mass:
 - If there is remaining Precious Blood, consume it in the Sacristy maintaining dignity of the sacred moment, then purify the chalice as below.
 - Run water into the chalice and then consume it completely; **do not pour the water down the drain.**
 - Wipe the chalice clean with a purificator. Place the chalice back in the cabinet. Place the purificator in the bowl provided in the Sacristy.
- Immediately return to the congregation.

At the Conclusion of Mass

- Ensure cruets, ciboria and chalices are put away in the Sacristy.
- Straighten up Church as needed.

Tech Team

Before Mass

- Arrive 20 mins. before Mass. Get the clipboard containing instructions for the Mass from the top of the piano.
- Open computer—password on clipboard.
- Turn on projector.
- Open Power Point for the Mass you are serving and review with instructions.
- Start PP and leave on the 1st slide before Mass starts.
- Sit on the choir side of the Church near the front for the Mass.
- Be in your seat ready to go when the Commentator goes to the ambo for the start of Mass.
- When the commentator announces the opening hymn, begin clicking.

During Mass

- Continue to click through the slides as needed.

At the Conclusion of Mass

- Put clicker and clipboard back on the piano.
- Shut off projector (can leave on after 10:30).
- Close out of the Power Point and shut the top of the computer—do not turn off the computer.
- Straighten up Church as needed.

immediately following Prayers of the Faithful, as Offertory Hymn is being announced.

- Refer to *Duties of Ministers beginning on page x for complete directions.*

The Liturgy of the Eucharist

The Liturgy of the Eucharist begins with the **Presentation of the Gifts** and includes The Lord's Prayer, Rite of Peace (Sign of Peace), Fraction Rite, Breaking of the Bread, Commingling, Agnus Dei (Lamb of God), Personal Prayer, Communion, Silent Prayer after Communion.

Bringing forth donations to share with the poor along with the bread and the wine was part of the tradition of even the first Christian communities. Saint Pope John Paul II reminds us that we bring more than our money or donations, bread, and wine to the altar; we also bring our hearts.

- **Music:** Offertory Hymn (which should conclude at washing of hands) & Mass parts
- **Tech Team:** click through the offertory hymn
- **Ushers:** Take up collection.
- **Altar Servers:** One altar server will process with the crucifix to the center of the middle aisle behind the pews when collection is almost over.
- Refer to *Duties of Ministers beginning on page x for complete directions.*

During the **Eucharistic Prayer**, the priest prays that we might share in the fellowship of the apostles, saints, and martyrs. As the Eucharistic Prayer continues, the reality of Christ's sacrifice is proclaimed for us in order to make us "a holy people" and to allow us to "enjoy forever the fullness of [God's] glory."

During the **Consecration**, the Holy Spirit transforms the gifts on the altar into the Body and Blood of Jesus. Christ's sacrifice does not remain at the altar but also enters into our hearts as we participate in it,

[*Constitution on the Sacred Liturgy*, no. 35]. Through the Scriptures, we also receive teaching, correction, and training in righteousness (2 Tim 3:16). We are guided and instructed in faith and in how to live in right relationship with God, others, ourselves, and creation.

The **Liturgy of the Word** includes First Reading, Responsorial Psalm, Second Reading, Gospel Acclamation (Alleluia), Gospel Reading, Homily, Silence, Profession of Faith (Nicene Creed), General Intercessions (Prayer of the Faithful).

- *Ushers:* In congregation; ready to assist as needed.
- *First Reader:* After completing the reading, take a seat in the congregation.
- *Music:* Responsorial Psalm.
- *Tech Team:* click the slide showing the page for the readings, the slide for the response and after the Homily, click through the Creed.
- *Second Reader:* When Psalm is over go up to ambo for the reading. After reading, return to congregation.
- *Music:* Gospel Acclamation
- *Refer to Duties of Ministers beginning on page x for complete directions.*

The **Prayer of the Faithful** is the last part of the Liturgy of the Word. As Saint Pope John Paul II writes, “*The Prayer of the Faithful responds not only to the needs of the particular Christian community but also to those of all humanity,*” and the Church “*makes her own ‘the joys and hopes, the sorrows and anxieties of people today, especially of the poor and all those who suffer’*” (*Dies Domini [On Keeping the Lord’s Day Holy]*, no. 38). (*from usccb.org/roman missal*)

- *Commentator:* Go up to ambo after the Profession of Faith for the Prayer of the Faithful. Remain at ambo to announce the Offertory Hymn, and then return to congregation.
- *Ushers:* Near the end of the Profession of Faith, ushers should have collection baskets and be in position to begin collection

Ushers

Before Mass

- Make sure sound is on in Angels’ Room.
- Get a few welcome packets to have ready to be handed out as needed.
- Take note of whether there is to be a second collection.
- Greet parishioners and seat as necessary.
- Choose gift bearers that are dressed appropriately and encourage them to sit closer to the gift table to speed up the process at collection. **Note:** choose a different family every week. Carrying the gifts is an honor that we should share with as many parishioners as possible.

At Start of Mass

- Close all doors of the Church, inside and out.
- Lead late arrivals to chairs in the back during First and Second readings but politely ask them to wait if they arrive during the Gospel.

Collection and Presentation of Gifts

- At the beginning of the *Profession of Faith*, have collection baskets in hand and be in position by the pews, ready to begin collection.
- Immediately following *Prayers of the Faithful*, as Offertory Hymn is being announced, take up collection - remember the Angels’ Room.
- One usher is to quickly dump the small baskets into the large basket while a second usher positions the gift bearers in the middle of the center aisle at end of pews behind the Altar Server carrying the crucifix.

- Gift bearers are given the cruets, ciborium and large basket to bring to Father.
- Take seat in congregation when collection is complete

Communion

- When Father is distributing Communion to the EM's around the altar, position yourselves for guiding the congregation for Communion.
- During Communion, guide people and especially assist in the back by taking the EM's to the handicapped first.

At Conclusion of Communion

- If second collection, after all have received Communion, get the collection baskets.
- Begin the second collection when the commentator announces it.
- Quickly empty small baskets into red bag and process the red bag to the front and place in the large basket that is in front of the altar.

During Announcements

- If there are new people in the congregation, bring over a welcome packet but ask them if they are visiting or considering joining the parish, rather than handing them a packet automatically.

After Final Blessing

- Open the doors to the Church.
- Hand out bulletins.

After Mass

- Return unused welcome packets to sacristy for next Mass.
- Straighten up Church as needed.

Putting it All Together at Mass

Introductory Rite

The **Introductory Rites** emphasize our coming together as a community. From our individual lives and situations, we gather as one family. At the entrance song, we raise our voices in a united chorus. The ordained minister leads us in the Sign of the Cross and we open ourselves to God's transforming presence.

The Introductory Rites include: Entrance Antiphon, Greeting, Penitential Rite (Rite of Blessing & Sprinkling), Kyrie (Lord, Have Mercy), Gloria (Glory to God), Opening Prayer, and Creed (I Confess).

During the **Penitential Act**, we acknowledge that we are sinners and our sin affects our relationship with God and others. We seek Christ's healing love and forgiveness in order that we might be transformed—both as individuals and as a community, into a people of love.

During the **Confiteor**, we ask the Blessed Virgin Mary, the Angels, the Saints and our brothers and sisters around us to pray for us and we pray for them.

- **Music:** Processional hymn.
- **Commentator:** in congregation after reading the welcome.
- **Tech Team:** clicking through processional hymn.
- **First Reader:** Near ambo after processing in.
- **Second Reader:** In congregation.
- **Ushers:** In congregation; ready to assist as needed.
- **EM's:** In congregation.
- **Altar Servers:** In position in sanctuary after processing in.
- **Refer to Duties of Ministers beginning on page x for complete directions.**

Liturgy of the Word

At this time, we hear a “proclamation of God's wonderful works in the history of salvation” (*Pope Paul VI, Sacrosanctum Concilium*

Oh when the saints go marching in

Oh when the saints go marching in
 When the saints go marching in
 Oh Lord I want to be in that number
 When the saints go marching in
 When the sun begins to shine
 When the sun begins to shine
 Lord I want to be in that number
 When the sun begins to shine
 And when they're singing Hallelu
 And when they're singing Hallelu
 Lord I want to be in that number
 When they're singing Hallelu

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Guidelines for Extraordinary Ministers of Holy Communion

Included below you will find Guidelines for Extraordinary Ministers of Holy Communion from the Diocese of St Petersburg along with an affirmation list for fully-initiated members who are living in full Communion with the faith.

“Those selected to be Extraordinary Ministers of Holy Communion are to be fully initiated members of the community, both male and female, of sufficient age and maturity, and of diverse ethnic backgrounds. Because the parish may also call on them to take Communion to the sick and homebound, those persons selected for this ministry should possess the maturity necessary to minister in these sometimes difficult situations. Criteria are necessary for the selection, formation, and evaluation of ministers.

For those who will serve in the public ministry of the Church, faith must be supported by visible signs. To this end, the following qualifications might be employed to assist the pastoral team in discerning who could take on this ministry: basic human wholeness, manifestation of the theological virtues (faith, hope and charity), manifestation of the cardinal virtues (prudence, justice, fortitude and temperance), a positive sense of Church, a willingness to be formed in the ministry of the Church, and an abiding reverence for the presence of Christ in the Eucharistic bread and wine and in the assembly of the faithful.

Finally, ministers who bring Communion to the sick or homebound are to comply with the prescribed parish policies and the policies of the Diocese of St. Petersburg regarding volunteer forms and background checks. These requirements have been put into place for the safety and protection of both the sick person as well as the minister.”

Guidelines for Extraordinary Ministers of Holy Communion

—Diocese of St Petersburg

Affirmation for Extraordinary Ministers of Holy Communion

In accepting this responsibility, I affirm that:

1. I have received the three Sacraments of Initiation in a Roman Catholic Church (Baptism, Eucharist and Confirmation)
2. I follow the Precepts of the Church
 - a. I attend Mass on Sundays and Holy Days of Obligation
 - b. I confess my sins at least once a year
 - c. I humbly receive the Lord Jesus in Holy Communion at least during the Easter season
 - d. I observe Holy Days of Obligation
 - e. I observe the prescribed days of fasting and abstinence
 - f. I support the Church
3. I have been a member of the parish for 6 months and/or have a letter from my previous parish stating that I was an active Extraordinary Minister of Holy Communion.
4. I give witness to my faith in daily living, in full Communion with the Church
 - a. If married, I was married in accordance with the requirements of the Catholic Church
 - b. If not married, I live the celibacy called for according to state in life

Signature _____

Please submit this signed affirmation if you would like to be commissioned as an Extraordinary Eucharistic Minister.

Prerequisite to distribute Holy Communion to the hospital, homebound and/or nursing home include background check and Safe Environment Program for Vulnerable Adults.

Catholic Links

Bible Christian Society	http://www.biblechristiansociety.com/home.php
Catechism of the Catholic Church	http://www.catholicity.com/catechism/
Catholic Answers	http://www.catholic.com/
Catholic Bible 101	http://m.catholicbible101.com
Catholics Come Home	http://www.catholiccomehome.org/
Diocese of St Petersburg	http://dosp.org
EWTN	http://www.ewtn.com/
Florida Conference of Catholic Bishops	http://www.flaccb.org
Free Catholic eBooks	http://www.freecatholicbooks.com/index.html
Lector Prep	http://lectorprep.org
Movie Reviews	http://www.catholicnews.com/movies.htm
Our Sunday Visitor	http://www.osv.com/
Priests For Life	http://www.priestsforlife.org/
Reflections on the Sunday Readings	http://liturgy.slu.edu/index.html
Theology of the Body	http://www.tobinstitute.org/
US Conference of Catholic Bishops	http://usccb.org
Vatican	http://vatican.va