

## **HOSPITALITY MINISTERS**

Hospitality Ministers are very important to the dignified celebration of the Mass. All persons assuming the role of Hospitality Minister, are expected to realize the responsibility they have of creating and maintaining an environment of prayer in the church. They are also expected to understand that their conduct and guidance of others is appreciated and essential to the proper worship of God. Hospitality Ministers are servants of God, serving for God's glory and good.

### **Before Mass:**

- Be sure to put on your Minister's Cross (these can be found in the Sacristy or bring your own from home.)
- Greet people as they arrive for Mass.
- Find a family or 2-3 people willing to carry up the Offertory Gifts.
- Remind anyone chewing gum, to remove it. Anyone wearing non-formal hats will be asked to remove them. It is important to always address, with kindness all other behaviors unfit within the confines of the church.

### **During Mass:**

- Hospitality Ministers may sit with their families or with the people in the back of the church.
- Please, refrain from turning on fans during Mass. This is to be done before and after Mass.
- Please seat people during the Psalm Response, the Gospel Acclamation, and/or during any singing.
- After the recitation of the Creed, move to the back of the church and prepare to take up the Collection.
  - Distribute the Collection Baskets among the four Hospitality Ministers and move to the appropriate aisles to take up the Collection.
  - After the Prayer of the Faithful is completed, walk to the front of the church together, genuflect or bow and begin taking up the Collection.
  - Each Hospitality Minister is to bring his/her portion of the Collection to the back of the church, place it in the large Collection Basket to be brought forward.
  - Give the paten (unconsecrated hosts) and the decanter (unconsecrated wine) to the Gift Bearers.
  - Two Hospitality Ministers are to carry the Collection behind the people bringing the Gifts to the altar. The two Hospitality Ministers then take the Collection to the Sacristy, put it in a white plastic sleeve, and put it in the safe.
  - Wait in the Sacristy hallway on the side until the Holy, Holy, Holy is sung, then return to your seats.
- During the Lamb of God, prepare to come forward.
  - Walk to the front of the church, genuflect or bow and begin directing people into the appropriate line for Holy Communion.
  - Please direct those sitting in the side pews by the Altar of St. Joseph, to go through the newly formed aisle to the center aisle for Holy Communion.
  - Please join the end of the Communion line. If one line is longer than the other, invite people to the shorter line.
  - Be sure to inform the priest or EMHC of any people needing to have Holy Communion brought to them.

### **After Mass:**

- Hospitality Ministers may also greet people at the side doors and assist anyone needing help leaving.

**THANK YOU FOR YOUR DEVOTED MINISTRY!**

## PROCLAIMERS

Before Mass, during the week: **PLEASE PRAY WITH AND PRACTICE THE READINGS!** The Proclaimer is an example to others, concerning the importance of Scripture in our lives.

### Before Mass:

- Read through the readings for the day.
- Please arrive 15 minutes before Mass and check the appropriate name off the schedule.
- Be sure to put on your Minister's Cross (these can be found in the Sacristy or bring your own from home.)
- Check the Lectionary on the ambo and open it to the day's readings.
- Check the Prayer of the Faithful and announcements on the ambo.
- Be prepared to read the Psalm Response and Gospel Acclamation if no music ministers are present.
- Be sure the stand for the Book of the Gospels is on the altar

### Procession:

- If a deacon is serving, take your seat in the Assembly. The deacon will process in with the Book of the Gospels.
- If there is no deacon serving, carry the Book of the Gospels in procession behind the servers.
- As you approach the altar, remain on the floor and step to the left side toward the ambo. The priest will stay in the center and the server will stand on the right side of the priest. When the priest reverences the Blessed Sacrament, bow or genuflect in unison, then go up and place the Book of the Gospels in the stand on the altar. You may either take your seat in the Assembly or stay at the chair next to the ambo.

### Liturgy of the Word:

- If coming from your seat in the Assembly, bow before going up to the ambo.
- When reading, **project** (think of speaking to the back wall). No extra greetings or words, proclaim only what is written on the page.
- Pause briefly between the end of the reading and announcing, **"The Word of the Lord."**
- After the reading, step back and **pause for about 5 seconds**. This is a time of silence for a brief reflection on the reading. The Proclaimer is leading the Liturgy of the Word, nothing proceeds until the Proclaimer is ready.
- After the pause, recite the Psalm Response once. This will help the congregation pick up the words.
  - If music ministers are present to sing the Psalm Response, step away at this time to the chair next to the ambo.
  - If there are no music ministers to sing the Psalm Response, please read the Psalm Response once, raise the right hand to invite the Assembly to join when it is repeated a second time. Read each paragraph of the Psalm, followed by raising the right hand, inviting the Assembly to respond together.
- After a very brief pause (about 10 seconds), begin the Second Reading.
- After the Reading is finished, step back from the ambo and **pause again for about 5 seconds**. Then place the Lectionary on the ambo shelf and return to your seat.
- After leaving the sanctuary, turn, pause and reverence the altar.

### Prayer of the Faithful:

- As the recitation of the Creed is concluding ("I believe in the Holy Spirit..."), return to the ambo to read the Prayer of the Faithful. Again, reverence the altar before going into the sanctuary.
- Remain at the ambo until the Intercessions are concluded by the priest.
- Leaving the Sanctuary, reverence the altar and return to your seat.

### Announcements:

- As Holy Communion is concluding, return to the ambo. Read the announcements after the priest says the Communion Prayer. There are to be no extra greetings or words, read only what is written on the page.

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## **EXTRAORDINARY MINISTERS of HOLY COMMUNION**

EMHCs are called to manifest a love and reverence for, and devotion to the Sacrament of the Holy Eucharist. They are invited to grow into an ever-deeper relationship with Christ, present in the Blessed Sacrament. These Ministers are asked to spend time in prayer with Jesus each week. There is Exposition of the Blessed Sacrament every Wednesday from 8:30 am until 5:15 pm in the Day Chapel at the Parish Office followed by Holy Mass. The Blessed Sacrament is also present in the Tabernacle of the Church. A love and devotion for Jesus, present in the Tabernacle, is an ever-present opportunity to spend time in prayer and conversation with Him, who is the love of our lives. **This ministry is not simply the distribution of Holy Communion, but a proclamation of the Gospel! It is a proclamation that the risen Christ is here with us in the flesh!**

### **Before Mass:**

- Please pray and prepare yourself to proclaim the Gospel as you distribute the Body and Blood of Christ and are an example for others! Your presence and actions show forth your love for Christ and are an example for others.
- Please arrive 15 minutes before Mass, and check-in, by initialing the schedule, found in the sacristy.
- Be sure to put on your Minister's Cross (these can be found in the Sacristy or bring your own from home.)
- Be sure everything is ready for Mass – the hosts and wine are in the back, the key is in the Tabernacle, etc.

### **Holy Communion:**

- During the Sign of Peace, go to the altar, and bow as you enter the sanctuary.
- Sanitize your hands.
- **If asked** to get the ciborium, open the Tabernacle, genuflect, remove the ciborium and place it on the corporal on the altar. (Generally, the priest will do this.)
- Gather around the altar for the Fractioning Rite and the Lamb of God Acclamation.

### **Distribution of Holy Communion:**

- After the priest has received, Holy Communion will be given to the ministers.
- If, while distributing Communion, the minister runs out of consecrated hosts, ask the altar server nearest you, to bring the ciborium from the altar and exchange the empty paten (gold dish) for the ciborium with consecrated hosts. The reserved consecrated hosts are not to be used until the hosts consecrated at the Mass are gone.
- Communicants are encouraged to bow their heads before receiving the Blessed Sacrament as a sign of reverence.
- Look to see if anyone needs Holy Communion brought to them in the Assembly.
- **Those who come for a blessing, keep it simple- "May God Bless you." This is said while you place your hand or make the sign of the cross with your fingers on their head.**

### **Following Holy Communion:**

- The priest (or deacon) will place the remaining consecrated hosts in the ciborium and purify the sacred vessels.
- **If asked** to return the ciborium, place the ciborium in the Tabernacle, genuflect and then close the Tabernacle. (Generally, the priest will do this.)
- All should bow together as the Blessed Sacrament is placed in the Tabernacle.
- Return to the Assembly (**beginning as the priest comes down the side steps to give the key to the server**), bow in front of the altar, as you leave the sanctuary.

### **After Mass:**

- Please go to the Sacristy and wash the vessels with soap and water.
- Place the vessels in their proper place in the cabinets.

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## **ALTAR SERVERS**

Altar Servers are called to manifest a love and reverence for the Sacred Liturgy. They are invited to grow in an ever-deeper relationship with Jesus. Let Him be the greatest BFF, for indeed He is. This ministry is an integral part of our worship of God but perhaps **the most important function is being an example of reverence to all present**. This reverence comes forth from a heart deeply in awe of God's power at work in our midst.

### **At Home:**

- Prepare for Mass at home.
  - Good hygiene, wash your hands, brush your teeth, appropriate grooming, etc.
  - Mass-appropriate clothes and shoes (avoid prints that show through the alb).
- Pray for the priest, your ministry, and for the Assembly, that we will come together in a celebration that is pleasing to God.

### **At Church:**

- Please arrive 15 minutes before Mass.
- Dress in a proper fitting alb (robe) and correct color cincture (rope). The appropriate color for the day may be found on the calendar in the Sacristy.
- Be sure to wear your Minister's Cross (these can be found in the Sacristy or bring your own from home).

## **CELEBRATION OF MASS**

### **Procession:**

- Server 1 (S1) leads the Procession, carrying the cross. Server 2 (S2) follows bearing a candlestick with a lit candle. Then the deacon or proclaimer follows with the Book of the Gospels. The priest (presider) completes the Procession.
- At the foot of the sanctuary, S1 (the cross-bearer), steps to the right two places. S2 also steps to the right and stands next to S1. When the priest genuflects, S2 will bow in reverence to the Blessed Sacrament in the Tabernacle. S1 does not genuflect, since S1 is carrying the cross. S1 goes forth and places the cross in the stand. S2 places their candlestick on the credence table and extinguishes it.
- When we have more than 2 servers, or when we are using incense for Mass, this order will change a little as the priest directs.

### **Opening Prayer:**

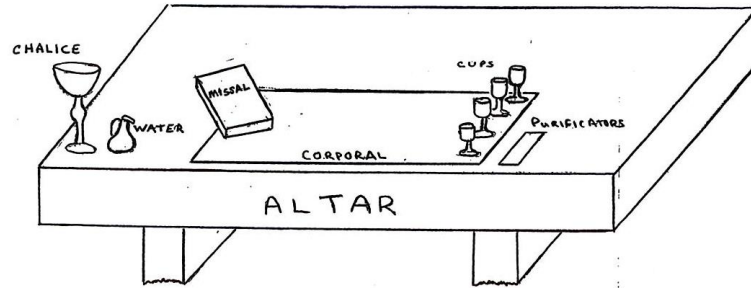
- S2 holds the Missal (book) for the priest with both hands at the bottom, with the top of the book resting against the chest. The Missal should be left on the presider's bench.

### **Gospel Acclamation (Alleluia):**

- If there are at least 2 servers present, go to the credence table and light the candlesticks. Then move to the floor in front of the altar while the priest raises the Book of the Gospels. Then accompany the priest to the ambo for the proclamation of the Gospel.
- After the Gospel, return the candles to the credence table, extinguish them, and return to your seat for the homily.

### Preparation of the Altar and the Gifts:

- Set the altar while the Offering is being collected.
  - Corporal - Place centered on the altar. **(this is usually already there)**
  - Missal - Place at the upper left corner of the corporal.
  - Chalice - Place the chalice at the left corner of the altar.
  - Water cruet - Place next to the chalice.
  - Cups (if using) - Place the 4 cups on the left side of the corporal with the purificators.



- If there are enough servers, while 1 is setting the altar, the other 2 light your candlesticks during the offertory, go to the floor in front of the altar, bow, and proceed to the back of the church where the Hospitality Ministers and gift-bearers will be waiting. When the priest and other server move to the front, proceed down the aisle, bow when you reach the priest, then return the candles to the credence table and extinguish them.
- Placement of gifts:
  - Bread: hold until the priest takes it. Then go get the bowl and towel.
  - Wine: hold until the deacon or priest takes it. Take the water cruet and prepare to wash the priest's hands.
  - Place the water cruet, towel, bowl, **and wine pitcher** on the credence table.

### Eucharistic Prayer:

- Stand near the steps facing the priest. Participate in the acclamations. Kneel on the steps following the Holy, Holy, Holy.
- When the priest extends his hands over the offerings, **ring the bell continuously for about 3 seconds.**
- When the priest lifts up the Host, **ring the bell 3 times**. When the priest lifts the chalice, **ring the bell 3 times**.
- After the Great Amen, go to the priest and join hands for the Our Father.

### Holy Communion:

- After exchanging the Sign of Peace with the other ministers, **bring the other paten to the altar and take the Missal (book) away.** Stand beside the Eucharistic ministers and be prepared to receive Holy Communion. Then follow the ministers and stand beside those distributing the consecrated hosts (if there is only one server, stand between the priest and deacon/EM; if there are two servers, stand on the outside of the priest and deacon/EM). Be prepared to retrieve the ciborium from the altar if needed **(do not hold it during Holy Communion- only get it if asked by the priest or an EM)**. After the Blessed Sacrament has been reserved in the Tabernacle, bow with the Eucharistic Ministers, and return to the chair(s).

### Prayer After Holy Communion:

- S2 will come and hold the Missal for the priest.

### Recessional:

- During the announcements, light your candlesticks.
- After the final prayer, move to the foot of the altar, as before, and wait for the priest to genuflect.
- S1 leads the recessional with the cross, followed by S2 (and other servers) and the priest.

### After Mass:

- Return the cross to its stand and hang up your cassock and cincture.
- If you borrowed a Minister's Cross, return it to the hook.

**THANK YOU FOR YOUR DEVOTED MINISTRY!**

## **EXTRAORDINARY MINISTERS OF HOLY COMMUNION** **TO THE SICK AND HOMEBOUND**

Extraordinary Ministers of Holy Communion (EMHCs) who take Communion to the sick and homebound have a role in sharing the Church's total ministry to the sick after the manner of Jesus. In bringing Holy Communion to the sick and homebound, the EMHC represents Christ and manifests faith and charity on behalf of the whole community toward those who cannot be present at Sunday Mass. This ministry is a sign of support and concern shown by the community for its members.

### **Responsibilities & Guidelines:**

- EMHCs should manifest a love and reverence for and devotion to the Sacrament of the Holy Eucharist.
- EMHCs who bring the Eucharist to the sick should receive their Consecrated Host(s) for distribution to the homebound or hospitalized following the distribution of Holy Communion to the faithful at Mass or at the end of Mass (Sunday or weekday). The Holy Eucharist may also be obtained from the tabernacle in the Pastoral Center during the week.
- When bringing Holy Communion to the homebound or those in hospitals, the minister must go immediately from the Church to the place(s) where Holy Communion is to be distributed. There may be no other activities undertaken while the Eucharist is in the possession of the minister. While the Eucharist is in the possession of the minister, care should be taken that respect is shown.
- If, when bringing Holy Communion to the sick, it is anticipated that there will be Consecrated Hosts remaining after the final recipient has received, the minister may ask the final recipient to consume the remaining Consecrated Hosts. The minister should not consume the remaining Consecrated Hosts him/herself.
- The Eucharist may **NEVER** be kept in the home, automobile or any other place for future use or for adoration. The Holy Eucharist may be kept only on the person of the minister for the time that the sick are visited.
- Please inform a priest, if the person would like to go to confession or should receive the Sacrament of the Anointing of the Sick.

### **When making a visit:**

- Call ahead to schedule a time to visit. Ask how the person is feeling and if there will be others present.
- Dress in appropriate attire when bringing Holy Communion to the sick or homebound, as the ministers represent the Church.
- Be sure to put on your Minister's Cross so you can be easily identified as a minister of the Church.
- EMHCs who are taking Holy Communion to the sick, homebound or to those in hospitals are to present the Eucharist in a prayerful manner.
- EMHCs should use the booklet, "*Communion of the Sick*" and bring a Bible to read the Scripture readings. If the sick/homebound person is well enough to participate in the full ritual, "Communion In Ordinary Circumstances" should be used. If the person is not very well, use the shorter ritual "Communion In A Hospital or Institution." This book is available at the office.
- Begin informally. Introduce yourself to those who are present and briefly explain what you have come to do. Pay attention to how the sick/homebound person is feeling.
- Invite those who are present to participate in the prayers. If they feel comfortable, enlist the help of family or friends to do the readings.
- Based on the person's strength/attentiveness, share with them the day's homily.
- Have a cup of water ready if the person has difficulty swallowing.
- EMHCs serving in hospitals or institutions must be sure that they are giving Holy Communion to the correct person. If there are Roman Catholic family members or Roman Catholic staff present, the EMHC should ask if they would like to receive Holy Communion as well.

- Create links to the parish, (e.g., bring a parish bulletin, share news from the parish, and ask if there is anything the parish can do for them).
- Thank the person for the opportunity to pray with them and for their hospitality.
- Return any unconsumed Consecrated Hosts to the Tabernacle at the parish, immediately after the visit.

**Do Not:**

- Visit a sick person if you are not feeling well yourself.
- Stay too long or take the role of a counselor or confidant.
- Compete with a television or radio. Politely ask if these can be turned off during the Rite.
- Carry the Consecrated Host in a plastic bag or other unsuitable container. Instead, use a pyx to carry the Consecrated Host. These are available at the office.
- Leave the pyx in the car or home of the Minister carrying the Eucharist.

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