

Preparation Prior to Mass

1. Thursday/Friday prior to your scheduled mass time

- a. Check your MSP profile, “Full Schedule” tab, for the finalized list of ministers scheduled and the order in which they fall. Note your position, and any substitutions still needed. *If you are not scheduled, feel free to volunteer for any open position using the MSP link “volunteer now”.* Please note that the list posted in the sacristy reflects the finalized positions, but the sacristan will make changes when truly necessary. Please be flexible.
- b. Pray for yourself, for an increase in faith in the Real Presence and for a spirit of unity through your ministry. Pray for all those to whom you will distribute the Eucharist, so that they will truly believe in the Real Presence of Christ in the Eucharist, and be changed by that Presence.
- c. If you have requested a sub using the MSP system, please follow through to ensure that it is covered. If you don’t receive a reply within 3 days of clicking in your request, you may have to follow up with phone calls or direct emails. Please do this before leaving town.

2. Arrival time: 20-30 minutes prior to mass time – PLEASE no later than 10 minutes prior.

- a. It is really difficult for the sacristan to get subs for ministries when we are PRETTY sure that someone will be here. Please make it easier on us and arrive on time to greet one another and share in prayer before Mass begins. Please text Elaine at (559)307-4216 if you know you will be here but will be arriving closer than ten minutes prior to Mass OR if you are unable to serve because of an emergency (flat tire, etc). This is only for Saturday evening/Sunday morning. Please sign in the blank next to your assignment in the sacristy sign-in binder
- b. There is a numbering system for the cup stations = see the laminated diagram in the binder or on the wall above the sacristy counter.
- c. Sacristans will set up the vessels and linens and gifts table.

10 minutes prior to Mass time = Substitutions for No-Shows

- d. We will need to find a substitute if you are unable to be here by ten minutes before Mass begins. Thank you for your understanding.
- e. If you are substituting for someone, please sign your name in the binder on the blank next to the name of the person for whom you are substituting.

3. Prayer: 5-10 minutes prior to Mass time

- a. Those who are available, please gather in the sacristy for prayer.

4. Before Mass begins:

If you notice someone (or if someone approaches you) that may need communion brought out to them, please communicate this to the ushers.

*****Unfortunately we are in great need of more ushers. Please talk to your family and friends about this need and have them get in touch with Elaine at (559)307-4216 or elaine@divinesavior.com for more information. IF you are an EM we would love to have you help usher on the days you are not serving as a minister of the Eucharist. IF you are available please let Elaine know.***

For now, if we can all please help our ushers by identifying those who may need the Eucharist brought to them and communicate this with your companion cup/host minister as well as the usher. See below for further instructions

At Mass

1. Participate fully, consciously, and actively as a member of the assembly. Please sit in the front half of the church, and preferably near the aisle so that you can approach for service rapidly when it is time.
2. If you are Host 1 or 2, prepare the altar during the collection. See attached
3. *At the Sign of Peace, offer an appropriate gesture to the people nearest you, and then immediately approach the area near the cantor/musicians, and stand on the floor at the base of the steps of the sanctuary (altar area). Please line up with cup ministers 5 and 6 first, then 6 and 7, then host ministers in descending order. It would be helpful to the choir at 9:30 if the minister nearest the choir gets the hand sanitizer and takes it to the first pew for all to use at that location rather than next to the cantor. As soon as the chalice touches Father's lips and begins to be lowered, please walk up the steps and stand behind the altar. CUP 5 & 6 PLEASE GO TO ALTAR FIRST. SACRISTANS WILL FILL THESE CUPS WITH MORE WINE, SINCE YOU ARE SERVING THE CENTER SECTIONS. BY YOU GOING UP FIRST, FATHER WILL KNOW TO ALWAYS HAND YOU THE CUPS WITH MORE PRECIOUS BLOOD.*
4. . The last minister to use the sanitizer should hold onto it until after the priest receives communion and the EMs are on their way up the steps...dropping it off on the circle table on his/her way up the steps. Again, this minimizes actions that can distract from the essential action of the Mass.
5. Receive communion from the priest or another EM who has already received and go to your station.
6. When distributing communion, raise the host, and state either,
 - a. "The Body of Christ" or
 - b. "The Blood of Christ"
7. Host minister 3 and Cup 7 (on choir side), and Host 2/Cup 4, please distribute the Eucharist to those in your sections who are disabled **before** beginning distributing to those who approach in your assigned section.
8. USHERS – Please check the assembly thoroughly Before Mass and alert Ems if possible. Giving blessings = The ONLY form a lay Extraordinary Minister may use at Divine Savior is this:
 - a. Place the hand you are NOT using to distribute the Host on the corresponding shoulder of the communicant and say "Peace be with you," OR "May God bless you."
 - b. Do not make the sign of the cross on the person or over the person; do not use names, extraneous words, or Trinitarian text.
9. Special note for those assigned to the music side section: (H3 and C7) After step #8 above, please go back to the front and wait patiently to serve the musicians. Those assigned to the choir side section, be aware that the choir will attempt to sing until the last few people in the various lines have received, then they will be ready to receive. It is helpful for larger choirs if two Host/Cup ministers can serve them to expedite the purification of the vessels...but DO NOT RUSH or appear impatient. After you have served those in your section please look around to see if the section closest to you needs additional help. Position yourself nearby, but not too close so as to clog the flow of communicants.
10. After all have received, including musicians, Cup ministers stay in your position and turn toward the altar to consume the rest of the Precious Blood in their positions, then return their vessels and purificators to the altar, then return to their places in the assembly.

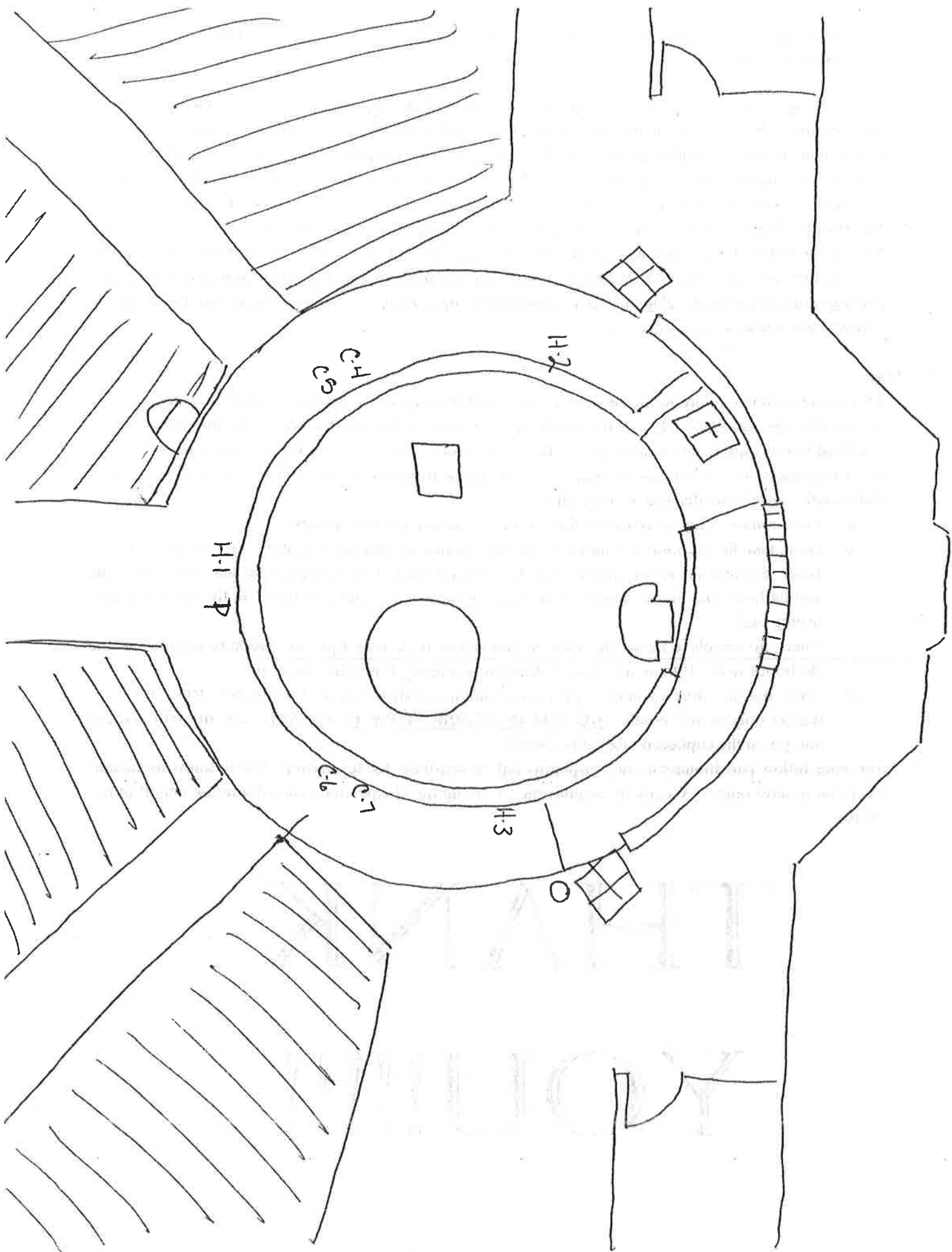
11. Do not consume the remainder until you are certain that there is plenty for the musicians/tech.
This awareness will come with practice.
12. Host ministers may simply return their vessel immediately to the altar and then return to their places in the assembly. Host #1 or #2, if finished distributing, should bring the water cruet and a clean purificator to the altar for the purification process, and then stay and assist the priest or deacon as he purifies the vessels. During this process, a posture of receptivity, not grasping or anticipating, should be the norm. The priest or deacon returns the remaining hosts to the large ciborium, and then takes them to the tabernacle. Deacon Charles assists Fr. Roman in the purification, and requests that an EM assist as well. Fr. Roman will do the purification and take the ciborium, but leave the final clearing of the corporal and book to the EMs. The corporal should be folded in thirds inwardly, then in thirds inwardly again, to prevent any crumbs of the Body of Christ from falling out. Please remember this so that the Body of Christ is treated with great reverence!

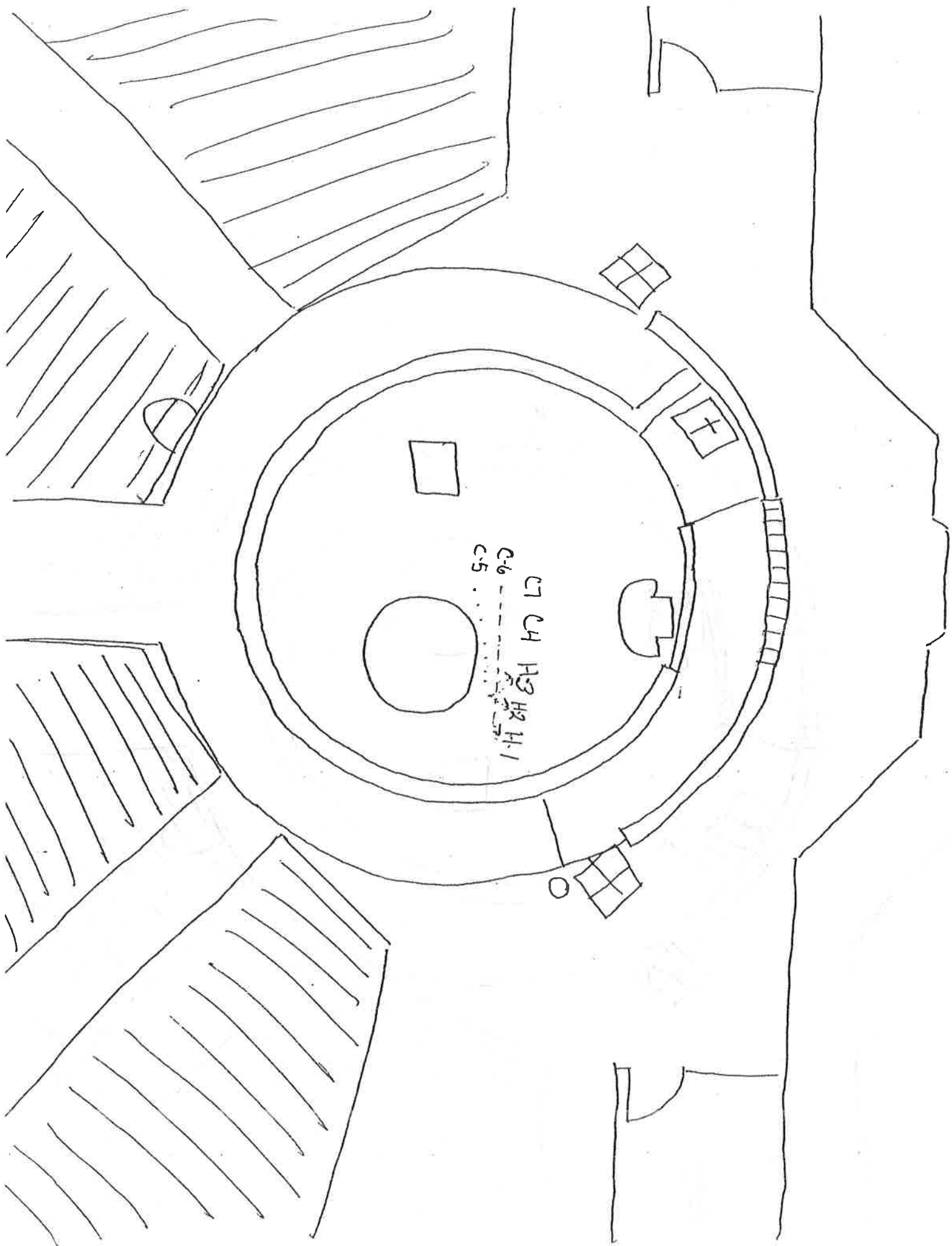
After Mass

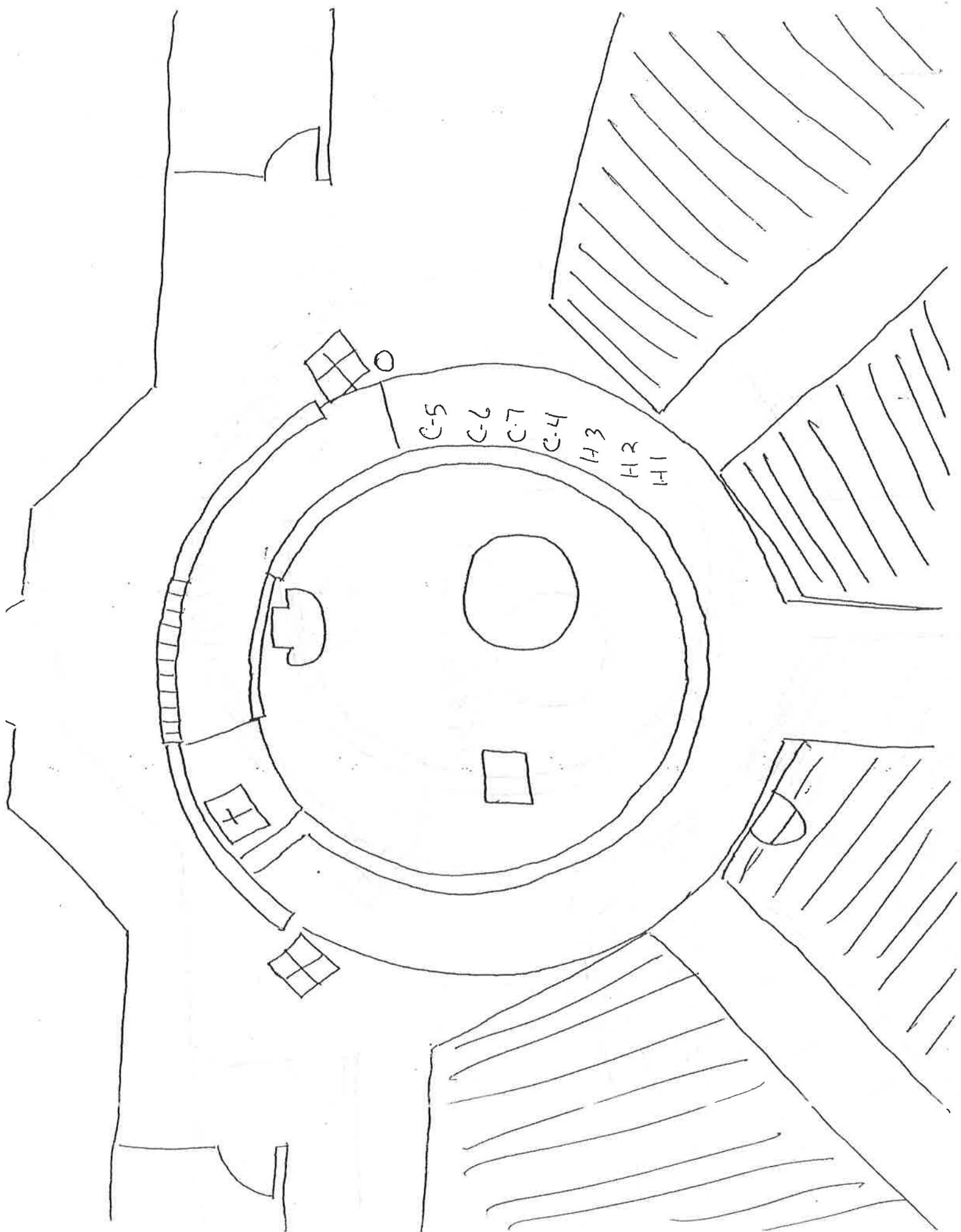
1. All ministers should return to the sacristy to assist with clearing of the altar and further washing of vessels over the sacrarium. This is the special covered sink = it ensures that any remnants of the Body or Blood of our Lord do not simply go into the sewer system. The drain for the sacrarium goes directly into the consecrated earth under the church, and should be used only for the further purification of the Eucharistic vessels and disposal of holy oils.
 - a. First, remove rings or bracelets that can easily scratch the new vessels!
 - b. Next, take the corporal and unfold it over the sacrarium, shaking it gently to let crumbs fall in. Rinse corporal and all purificators into the pink tub labeled for this purpose, and dump the water and particles into the sacrarium. (drain may be slow) Hang the wet linens in the closet on the drying racks.
 - c. Check all vessels to insure that there are no visible remaining Precious Blood or particles of the Body of Christ. If there are, rinse with water, dumping it into the sacrarium.
 - d. Then, use the white washtub to put a small amount of dish soap in warm water. Rinse the insides only of the vessels – DO NOT IMMERSE THEM IN WATER - and dry with a towel, and put in the cupboard labeled for vessels.
2. Join your fellow parishioners in the Hospitality hall or vestibule for fellowship. Get to know them and reach out to newcomers. We are all responsible for living the Gospel and evangelizing on behalf of our Savior.

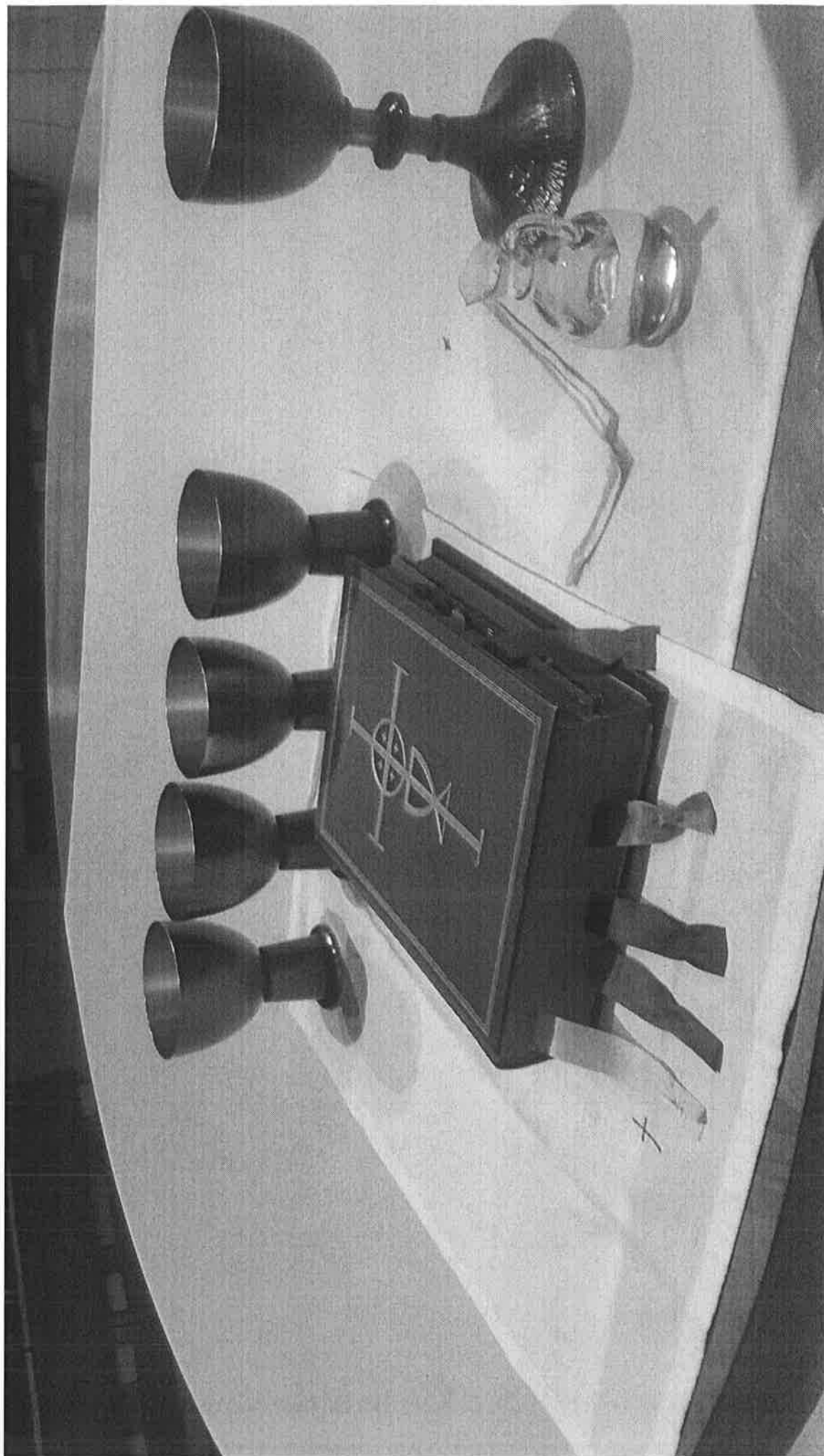
THANK

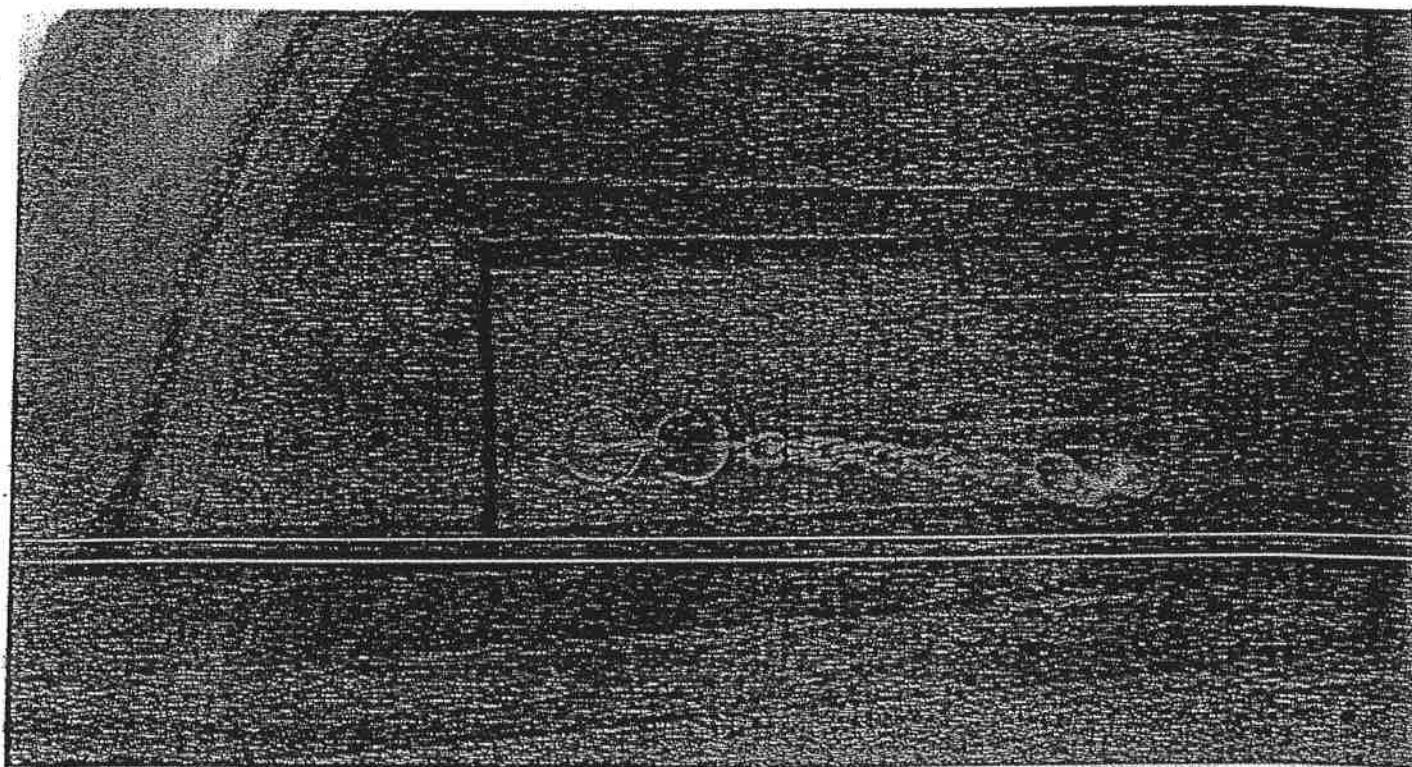
YOU!!!!



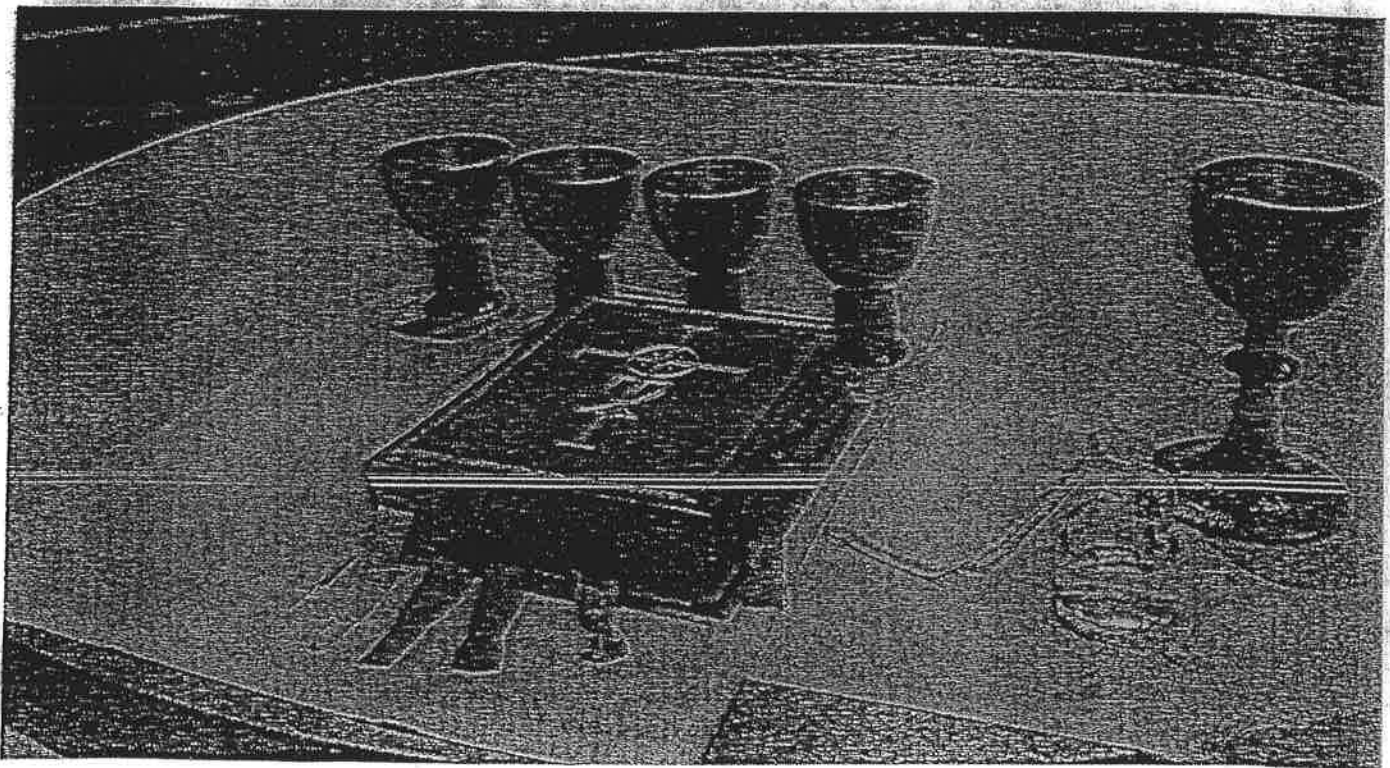
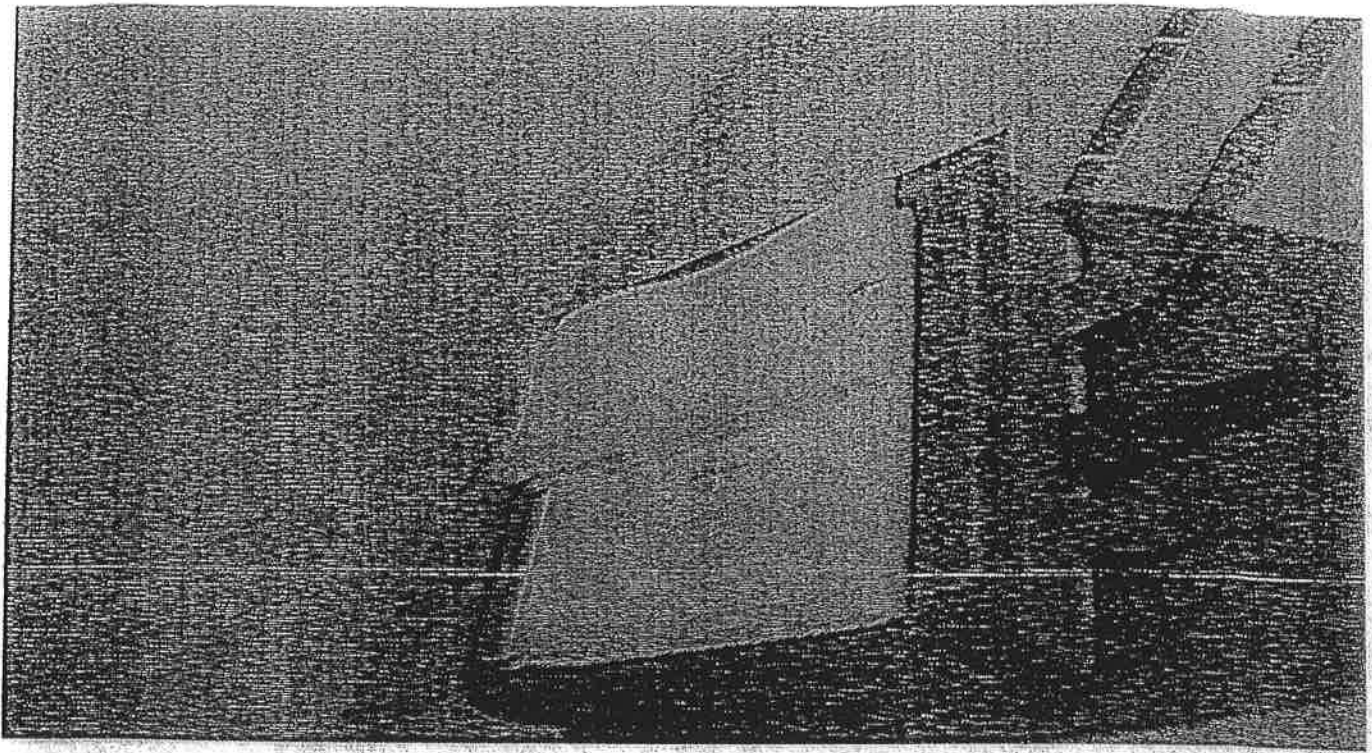








Key for tabernacle used to check number of hosts available for Mass.



Books



Roman Missal

Contains the opening prayer, prayer over the gifts, prayer after communion, and solemn blessings, Eucharistic prayers and prefaces for all of the Masses, including special occasions.

Vocabulary

ALB:

The white robe that deacons, priests, and servers wear for liturgy or when celebrating sacraments

ALTAR:

The table on which the offerings (the sacrifice) of the Mass are consecrated

AMBO:

The place from which the Scriptures are proclaimed and the homily is given

BOAT:

The small silver container with spoon that holds incense grains

CHALICE:

The cup used for the consecration of wine, and the distribution of the Blood of Christ

CHASUBLE:

The large colored garment worn by the priest over his alb. (the different colors are for the different seasons of the Church's year)

CIBORIUM:

A bowl with a lid used for the storage of the Body of Christ in the tabernacle after communion

CINCTURE:

Cord-like "belt" that is tied around the alb (the different colors are for the different seasons of the Church's year)

CORPORAL:

The square "place mat" placed on the Altar by the deacon or EM when preparing the gifts

CREDENCE TABLE:

The table in the back of the Sanctuary on which the cups, plates, chalice, Roman Missal book, and water bowl are placed before Mass begins, for use during the liturgy

CRUCIFER:

The server who carries the cross

CRUETS:

Small glass containers that hold the water and wine

FLAGON:

Large version of a wine cruet, used for liturgies with huge numbers of people

LECTIONARY:

The large book carried by the Lector used for the Scripture readings. This book is on the pulpit/ambo.

PROCESSIONAL CROSS:

A cross or crucifix carried by the server (the "Crucifer") in the procession in and out of Mass

PURIFICATOR:

A small white cloth used to wipe off the chalices

ROMAN MISSAL:

The big, red book used by the priest for the various prayers

SACRISTAN:

The person in charge of preparing the things and ministers for the Mass (wears a badge)

SACRISTY:

The room where the priests, altar servers and other ministers prepare for Mass

SANCTUARY:

The raised area where the Altar, the Ambo and the Priest Chair are located

STOLE:

The narrow "scarf-like" part of the priest's vestments

THURIBLE:

Container used for incense (looks like a decorated covered bowl on a long chain)

THURIFER:

A server who carries the incense



Book of the Gospels

This book contains the gospel reading for each Sunday of the three-year cycle, plus all solemnities, feasts, and ritual Masses that are celebrated throughout the liturgical year. Carried in procession by the deacon if it is used.



Lectionary Contains the scripture readings for Mass. It is carried in the procession by the lector and placed on the ambo.

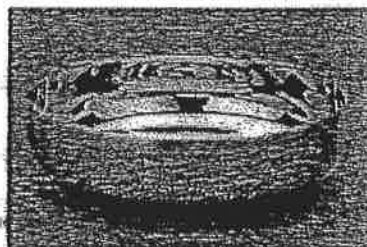


Breaking Bread Hymnal/Missal Contains all the parts of the mass for a specific season in the liturgical year including instructions on when to stand, sit, or kneel.

Objects



Chalice (CHAL-is) The large cup used at Mass used to hold the wine which becomes the Blood of Christ.



Ciborium
(sí-BÖRE-ee-um)

A vessel used to hold the hosts which will be used for communion. They are also used to reserve the Blessed Sacrament in the tabernacle.



Decanter or Flagon (FLAG-un)

The bottle or pitcher like vessel used to hold the wine which will be consecrated at mass for the communion of the people. It is brought forth with the gifts. **(Do we not do this because of time constraints? If we did, you could pour more wine in cups 5 and 6.**

Otherwise, we are thinking we could perhaps pour more in C5 and 6)

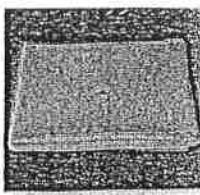
Communion Cups

Chalice like vessels used at communion when the people receive from the cup. They are kept on the Credence Table and brought to the Altar at communion time.

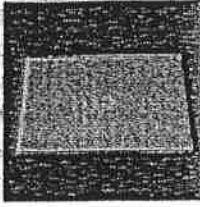


Purificator

A white cloth use to cleanse the chalice. It resembles a napkin.

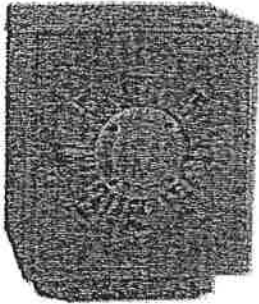


Corporal A white linen cloth on which are placed the vessels containing the bread and wine during Mass which will become the Body and Blood of Christ.



Pall (PAHL)

The stiff, square, white cover that is placed over the paten when it is on the chalice. We do not use a paten or a pall at Divine Savior. The paten is a small saucer-like plate that holds the single large host to be broken during the fraction rite (during the Lamb of God). Here that large host is included in the offerings of the assembly, brought up in procession.



Tabernacle

The shrine or receptacle either round or rectangular that serves as a place for the exclusive reservation of the Blessed

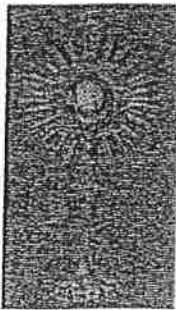
Sacrament. It should be of solid material, opaque, secure and inviolable, fitting the architecture of the church in a preeminent place.



Censor & Boat

The Censor, also known as the Thurible, is used at solemn occasion to incense the bread and wine after the offertory, the priest, and congregation. The Boat holds the

incense until it is place in the censor by the celebrant.



Monstrance

A sacred vessel designed to expose the consecrated Host to the congregation either for adoration in church or carrying in procession.



Sanctuary Lamp

An oil lamp or wax candle that burns near the tabernacle. It is always lit whenever the Blessed Sacrament is reserved in churches or chapels as a sign of honor shown to the Lord.

Vestments



Alb

A long white garment which can be used by all liturgical ministers. It is a reminder of the baptismal garment worn when the new Christian "Put on Christ."



Cincture

A long cord used for fastening albs at the waist. It holds the loose-fitting type of alb in place and is used to adjust it to proper length. It is usually white, although the liturgical color of the day may be used.

Liturgical Colors for Chasuble, Dalmatic and Stoles

●Green - Worn during "Ordinary Time." Ordinary does not mean ordinary in the sense of common or normal. Ordinary means counting, as in the 15th Sunday in Ordinary Time.

●Red - Worn on Passion (Palm) Sunday, Good Friday, Pentecost Sunday, and on the Feast Days of Martyrs including the Apostles and Evangelists.

●Violet - Worn during Advent and Lent or at Masses for the dead.

○White - Worn during the Christmas, Easter seasons and celebrations of Mary, the Angels, Saints who were not martyrs, All Saints, Birth of John the Baptist, Chair of Peter, Conversion of Paul, St. John the Evangelist and is the preferred color for Masses for the dead..

●Rose - Worn on the 3rd Sunday of Advent (Gaudete Sunday) and the 4th Sunday of Lent (Laetare Sunday).

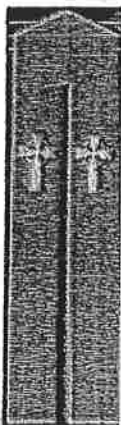
●Black - Was traditionally worn at Masses for the dead. Now the preferred color is White or Violet.



Chasuble (CHAZ-uh-buhl)

The sleeveless outer garment, slipped over the head, hanging down from the shoulders covering the alb and stole of the priest.

It is the proper Mass vestment for the main celebrant and its color varies according to the feast.



Priest Stole

A long cloth "scarf." According to the manner in which it worn it is the mark of the Office of the priest or deacon. A priest wears it around the neck, letting it hang down in front.