

INFORMATION FOR USHERS, LECTORS, EUCHARISTIC MINISTERS

Meeting Notes from Sunday, October 30th

NEEDED:

-One or two people at the 8:30 and 10:30 Masses to coordinate before Mass all the ministries to be sure positions are filled for EME, usher, lector and altar servers. If positions not filled, see if there is anyone available in the congregation

-Also need more ushers and greeters.

-Contact the parish office if you are interested in helping.

USHERS:

-Ushers are to seat people

-Ushers are to pass out bulletins at the end of Mass

-Three ushers will be scheduled so that one can be at the center doors at the end of Mass to take the collection basket.

-Ushers are asked to help identify to Eucharistic Ministers those who cannot walk up to receive communion. Eucharistic Ministers who are distributing communion to choir and disabled need to watch the ushers to see if they point out anyone who needs communion in their seat.

LECTORS:

-When a deacon is not present, lector will also read the Prayers of the Faithful-Lectors #1 can walk in with the priest; lector #2 can walk out with the priest (or not at all).

-Lector bows to the altar, not the tabernacle.

-Deacon carries in Book of Gospels; lectionary is on the ambo. Place the Book of Gospels or lectionary to the side of the ambo so you are not juggling the lectionary with the Book of Gospels.

EUCHARISTIC MINISTERS

-(We will be using sanitizer before communion, but not sure yet when we will do this – will check with Fr Leo)

-Eucharistic Ministers come up to the front to the steps

Three Eucharistic ministers for each Mass. One will distribute communion to the choir first by going down the middle aisle. If you know there is a person located in the middle aisle who is not able to walk up to communion, go ahead and give them communion on your way to the choir.

After communion is given to the choir, distribute to those who cannot come up to the altar. Hopefully, the ushers will be able to point out these people.

When the person who distributes communion to the choir and disabled people is finished, put the ciborium on the altar and go back to your seat.

When other Eucharistic Ministers are finished, put the ciboriums on the altar, all return to the front of the steps, bow together, and return to your seats. Do not stand and wait for the deacon to put the hosts back in the tabernacle.

If there is not a deacon, a Eucharistic Minister needs to go up on the altar with the priest to assist (remove the hosts from the tabernacle) and whatever else Father may need.

Eucharistic Ministers do NOT bless anyone when they come up to communion if there is a deacon, priest, or bishop present. Everyone is blessed at the end of Mass. If someone does come up and waits, then bless them. Fr Leo will be discussing this at Mass to make everyone aware.

Non-Catholics are not blessed.

Eucharistic Ministers do NOT do laying on of hands; that is for confirmation only.

For those who go to nursing homes and veteran's home: If a patient spits out the host, pick up with a napkin/Kleenex, bring back to sacristy and dissolve in a cup of water; then pour down the left sink.