



Guide for Weekday Mass Ministers

The weekday Mass Ministers assist the celebrant and the entire worshipping community during the celebration of the Mass. They are attentive at all times to the presider in order to serve liturgical needs as well as unexpected needs during the ritual. They serve as Readers, Servers, and Extraordinary Ministers of the Eucharist.

Prior to Mass:

1. Please arrive at church 15 minutes before Mass to prepare the altar for Mass.
2. Light candles adjacent to altar and place the Roman Missal and corporal on the altar. Open the corporal on the altar with the folds facing down and the cross closest to the Presider. Be sure that the credence table is set up with corporal, purificator, chalice, water and wine cruets, communion bowl, lavabo bowl, and towel. When filling the wine cruet, please use any remaining wine in the large carafe, before adding wine from the box.
3. Unlock the tabernacle (key is in misc. drawer) and check to see if additional hosts are needed for the Mass. If not, place one medium sized host in the bowl on the credence table.
4. About 5 minutes before Mass begins, turn on the sound switch behind the sanctuary door. Set the light panel to "Mass". Turn on side altar lights, St Xavier statue, and the stained glass window above the old altar. The switches for each of these lights are located behind the old altar in three separately marked locations with pink tape. One is in the light panel on the left facing the altar; the other is directly behind the center of the old altar, and another is on the BVM side.

During the Mass:

1. **After** Prayers of the Faithful (Petitions) bring the chalice and bowl from the credence table to the altar, handing the bowl to the Presider and placing the cup and purificator on the altar. Return to the credence table and bring over the water and wine and hand to the Presider. Take those back to the credence table.
2. Bring the lavabo bowl with towel back to the altar for Presider to wash his hands. Bow.
3. Take the bowl, towel, and water cruet back to credence table; return to your chair.
4. Remain standing during the Eucharistic Prayer, especially during the Consecration.
5. At the elevation of the Body of Christ and at the elevation of the Precious Blood, ring the small bells one extended ring for each.
6. At the "Lamb of God" bring the reserved hosts from the tabernacle to the Presider. Stand near the altar and hold the bowl until the Presider takes it from you. Then stand behind the Presider on the brown line furthest away from the altar. After receiving Communion distribute the Blood of Christ midway between the Center aisle and the tabernacle.
7. Following communion, take the cup to the credence table and consume any of the remaining species. Place the cup and purificator on the credence table. Approach the altar and take the bowl with any remaining hosts to the tabernacle. Lock the tabernacle and place the key on the credence table.

8. The Presider will approach the credence table to purify the vessels. Minister will go to the altar to remove all empty bowls and the corporal from altar and place them on the credence table. Then return to your seat.

Following Mass:

1. Take the credence table tray back to the sacristy. Pour the water from the bowl, cruet and pitcher in the sink. Lay the towel open across the water dish to dry. Put the purificator on top of the laundry basket under the table by the sink, so that it will dry. Wipe any liquid from the bowls, cup, or chalice with a dry cloth. Place a clean purificator in the chalice for the next Mass.
2. Remove the Roman Missal from the altar, and place in the Sacristy near the credence table.
3. Put the tabernacle key back into the Misc. drawer.
4. Extinguish candles.
5. How often are corporals switched out? When?

Monday and Thursday 11:30 am Ministers only:

1. Wash the bowl and cup with the liquid detergent near the sink. Be sure to remove all suds, rinse, and wipe the inside and outside with a dry cloth.

Additional Ministers

1. If you are serving as an additional Reader from the assembly, approach the ambo when it is your time to read, proclaim the reading, and return to your seat in the assembly.
2. If you are serving as an additional EME from the assembly, either place the bowl on the altar, or the cup on the credence table and return to your seat in the assembly.

Additional Information

1. If you cannot minister at the regularly scheduled time, please arrange to get a sub. A list of names and contact information is in the Sacristy. If something unexpected occurs, you can always call the office and leave a message.

Thank you very much for participating in this ministry!

Updated 12/2/2015