

General Guidelines for Liturgical Ministers at Mass

1. Scheduling - The schedule for the Altar Servers, Lectors, Extraordinary Ministers of Holy Communion, and Commentators is prepared quarterly and is published in the bulletin. You may serve in more than one ministry, however, you may normally only serve in one ministry at any given Mass (unless circumstances dictate otherwise).

2. Dress and Appearance - General appearance, apparel, and accessories worn during the liturgy should reflect the dignity of the role of the one called upon to assist in the sacred liturgy. Accordingly, liturgical ministers should dress nicely and modestly.

Nothing a minister wears should distract from the community's prayer. Proper dress and appearance whenever one attends liturgy is an important commitment of a liturgical minister. All ministers should do their best to maintain a level of reverence and decorum in their attire when serving.

3. Arrival Promptness & Check In – Most liturgical ministers should arrive at church no later than 15 minutes prior to the start of liturgy. Altar servers, Lectors, Commentators, Extraordinary Ministers of Holy Communion are to check off their name on the list in the Sacristy. If you are late, please understand that the team may have already found a replacement for you. Also, if the deacon arrives at a Mass to serve, one of the extraordinary ministers scheduled will not be needed.

4. Absences and Substitutes - When you know in advance that you will be absent, the preference is that you arrange a substitute. If it is a last minute need, inform someone on your ministry team so they can plan for your absence. If you are not scheduled to serve at a Mass that sometimes needs a minister and you don't mind serving, if needed, say hello to those scheduled that are in the vestibule or the Sacristy.

5. Prayer before Liturgy – When the bell rings before the start of liturgy, the presider and liturgical ministers gather in the Sacristy for prayer. As liturgical ministers, much of our focus is on tasks and procedures that are important to the liturgical celebration, but potentially can distract from our own worship. This time of prayer helps us to re-focus our minds and hearts on the presence of Jesus in the liturgy and reflect on our ministry to the community.