

Liturgical Ministries Instruction 2025

Tri-Parish Cluster – St. Michael, St. Joseph, Sacred Heart – All Masses

Arrival time: 1) Sacristans – 45 min;
2) Ushers – 25 min;
3) Eucharistic Ministers, Readers, Servers – 20 min.

Before Mass – set-up:

Ambo: Lectionary at ambo, open to first reading
Book of Gospels in sacristy, reading marked, and ready for procession
Prayers of the Faithful binder at cantor's podium

Altar: only the Altar Cloth is on the altar
key is in or next to Tabernacle, which is still locked

Credence Table:

- 1) Chalice and Patten, draped w/ purificator, folded corporal on top
- 2) Communion Cups (2) (not counting Chalice) w/ adequate purificators
Note: no need to drape cups; purificators may be “stacked”; at least one extra purificator should be kept at the table (in case of accidents).
- 3) adequate number of ciboria (*1 or 3*) for distribution of Communion; we will use the ciborium from the Tabernacle. *Prefer not to use large offertory bowl at Communion time.*
- 4) water pitcher, bowl, and towel for washing priest's hands.
- 5) cruet of water for mingling w/ wine and purifying Chalice after Communion.
- 6) cruet of water in sacristy to pour into Communion cups after Communion.
- 7) Roman Missal on stand, set to correct place.

Offertory Table: adequate hosts, w/ Large multi-communion Host, in large Ciborium, (allowing roughly *50 or so* hosts in the Tabernacle after Communion distribution), plus decanter / pitcher with wine for the Chalice and Communion Cups, (enough wine for congregation, please).

Candles: lit at altar, or ready for procession (*when 3 altar servers are present to carry candles*)

Cross: ready for procession

10 - 7 minutes before Mass: celebrant, (deacon), servers, reader(s), sacristan, Eucharistic ministers gather for prayer.

When it is time to begin Mass:

Reader 1) Move to the Cantor's podium after the Prayer before Mass. When it is time for Mass to start – Note: not before the hour of Mass.

- 2) a. read the greeting to the congregation;
- b. then, announce and read the announcements for the week;
- c. conclude by announcing the location of the Scripture readings in the Break Bread.

Cantor 1) be at podium at least 2 minutes before Mass time to be ready to start on time.

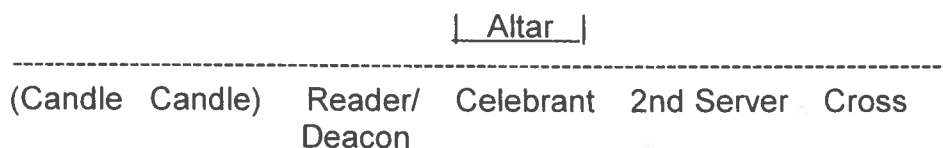
- 2) review introduction text, and have Hymn ready to announce when Reader is finished.

Entrance Procession:

Cross; candles or other server(s); Gospel Book (carried by Deacon or Reader); Celebrant.
Should process roughly 6' - 8' apart.

- 1) Cross goes to right of altar at base of Sanctuary platform and waits.
- 2) Candles (if present) go to left side of Sanctuary, also on floor level, and wait.
- 3) If no candles, table server stands to **left** of the Cross bearer.
- 4) Gospel Book is carried straight into sanctuary and set on Altar, then Deacon / Reader returns to **left** side of Celebrant at base of Sanctuary.
NOTE: Gospel Book is **not** held high, (as in the Presentation before the Proclamation), but carried face-high – reader can see over the book – facing the reader and not the congregation. It is placed *face up* squarely on center of the altar, overhanging the edge by about 1½ to 2" (for the deacon/priest more easily to pick it up).
- 5) Celebrant stops at center facing Altar. **All genuflect (bow) together toward Tabernacle.**
Cross and candles bow heads *careful not to "dip" cross or candles*;
those who cannot genuflect bow slightly from waist.

Diagram:



- 6) All move to their respective places:
 - Servers place candles and/or cross and then move to chairs / bench
 - Reader to pew
 - Celebrant (and Deacon) reverence Altar, then move to chair(s).

Liturgy of the Word:

Reader

if coming from center aisle: 1) stop at front pew, 2) bow toward Mass Altar, 3) proceed directly to Ambo, 4) set self & microphone, 5) begin reading

if coming from side aisle: 1) come toward sanctuary & altar, but *no need to come to center*, 2) bow toward Mass Altar, etc.

For Responsorial Psalm: 1) back away slightly from Ambo, then sit at provided chair (or stand far back). Cantor should be solely visible at Ambo for leading Psalm response.

Second Reading: 1) return directly to Ambo.

After reading, move Lectionary to reserved place:

St. Michael – on table behind Ambo

Sacred Heart – on shelf under Ambo

St. Joseph – on top of resting podium

Return to pew, *only turn to bow if going down the center aisle*

Cantor (for Responsorial)

Move efficiently but reverently to the Ambo for leading the congregation / same to return to normal place.

Please Note: For the Proclamation of the Gospel, after leading the acclamation, **NEVER** stay at the cantor's podium, but return to stand at your chair.

Offertory:

1) Servers: (*in this sequence*)

- bring Chalice w/ purificator and corporal to altar (place just right of center)
- bring Communion cups and purificators (placed just right of Chalice)
- bring Roman Missal (place on left side of altar)
(Celebrant will place the Missal exactly where he wants it.)

2) Celebrant (Deacon) sets altar *while collection is being taken*

- open corporal; position Chalice and purificator
- position Communion cups to be filled after Chalice

3) Servers join Celebrant to receive gifts

- offertory collection is given to server to place in appropriate spot (near side of altar)
- wine is given to deacon, *or server when deacon is not present*
- hosts are kept by Celebrant and brought to altar

Note: servers wait for Celebrant to bless the gift-bearers, then return to altar, before they bring their items to appropriate places (*unless serving alone and need to make multiple trips!*)

- 4) Chalice and Cups are filled appropriately by Deacon / Celebrant
 - servers bring wine and water cruet **and wait** to get water cruet back
 - water is mingled in Chalice (not into wine decanter or pitcher)
 - **NEVER** place wine cruet **NOR** water cruet on the altar as if it were an extension of the credence table!
 - after Cups are filled, they are placed on corporal for consecration
 - servers are ready to wash Celebrant's hands but do not approach the altar until the presentation prayers for hosts and wine are finished and celebrant turns toward them.

Eucharistic Prayer:

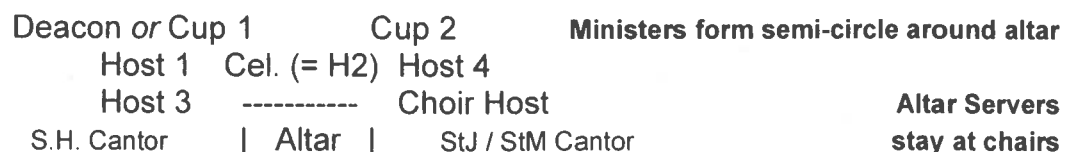
Ring of the Bells at Consecration: (three times)

- a) *Epiclesis* (invocation of the Holy Spirit) – while the celebrant holds his hands over the bread and wine, a server rings the altar bells *softly, 3 short times*, not to drown out the words of invocation.
- b) *Consecration of the Bread* – after the celebrant offers the words of consecration, he lifts the Host for adoration by the congregation – the server rings the altar bell *firmly and continuously*, while the Host is held high.
- c) *Consecration of the Wine* – after the celebrant offers the words of consecration, he lifts the Chalice for adoration by the congregation – the server rings the altar bell *firmly and continuously*, while the Chalice is held high.

Communion:

- 1) Eucharistic Ministers enter the Sanctuary during the Sign of Peace and stand behind or to the sides of the Altar; see diagram below. Ministers should enter the Sanctuary on side for which they will minister. **Never** enter the Sanctuary and then walk in front of the Altar.
Note: Celebrant is *Host 2*, Deacon is *Cup 1*.
- 2) Celebrant exchanges peace with (Deacon) Servers, and Cantor.
- 3) When no Deacon, the Celebrant retrieves the Blessed Sacrament from the Tabernacle.
- 4) Servers bring empty ciboria to Altar for the Fraction Rite.
- 5) **The Lamb of God** is generally sung by the choir and congregation. The choir should not begin singing until the Celebrant elevates the Host before the Fraction Rite.

Pre-Communion Diagram:



Sequence for communication of Hosts and Cups

1. Celebrant fully communicates himself, then communicates the Deacon (when present).
2. Celebrant communicates Host to everyone starting with Cantor, moving along the line of ministers. — *if Deacon is present, he follows with Chalice to communicate Precious Blood to ministers.*
3. Celebrant, **remaining at center of Altar**, presents Communion Cup to Cup 1;
— Cup 1 communicates Host 1 and Host 3, and S. H. Cantor
4. Celebrant presents Communion Cup to Cup 2;
— Cup 2 communicates Host 4 and Choir Host and StJ / StM Cantor
5. Celebrant presents ciboria to Host 1, Host 3, Host 4, Choir Host;
they come to Celebrant.
6. Celebrant (or Host 4) communicate servers at their place;
Cup 2 does the same.
7. Proceed to normal Communion Stations. (See bottom of page).

NOTE: – Chalice with purificator stays on Altar on corporal during Communion.
– Roman Missal and stand also remain on the Altar until after Communion.
– Servers kneel in place until distribution of Communion is concluded.

Deacon or Cup 1	Host 1	Host 2 (celebrant)	Cup 2
	Host 3	Host 4	

Communion continued:

- 6) **Note:** Host ministers (Host 3 & Host 4) standing near the front pew should stand approximately **FIVE (5) FEET from the aisle**; this allows the Communicant plus the next person to stand out of the aisle. Too close to the aisle creates a bottle-neck situation; too far makes the minister “unseen” by communicants.
- 7) Host and Cup ministers remain at their Communion stations, *facing the congregation*, until the last communicants are returning to their pews. The Celebrant, when he notes distribution is complete, will make a slight bow toward the congregation – acknowledgment that they contain the presence of Christ as well having just received Communion – and the ministers copy the celebrant’s bow. Then all turn toward Altar and return into Sanctuary.

After Communion:

- 1) Host ministers bring Ciboria back to Altar for "the Collection of the Fragments," which is done by the Celebrant.
 - Celebrant collects Hosts into Ciborium for Tabernacle and *dry-purifies* the Ciboria which ministers then bring to credence table.
 - Celebrant or Deacon returns Ciborium to Tabernacle.
- 2) Cup ministers bring Communion cups **directly into the sacristy**, consume remaining Precious Blood, and pour a bit of water into the cups to dilute the remaining drops. They do not consume the water in cups; place purificator over the cup (not in cup). Please exit the sacristy immediately and do not wait for other ministers; waiting creates a traffic jam!
- 3) Server brings water cruet for Celebrant to purify fingers and Chalice, then returns cruet to credence table. **NEVER** place and leave the water cruet on the altar.
 - After Celebrant finishes purification ritual and folds and covers Chalice with purificator and corporal, server brings Chalice to credence table.
 - Roman Missal is returned to table as well.
- 4) **Ushers** be sure to have church bulletins at all church exits.

Recessional:

Immediately following the Final Blessing and Dismissal:

- 1) Servers obtain the processional Cross, and return to base of Sanctuary steps, standing where they stood at time of entrance.
- 2) Celebrant (and Deacon) reverence the Altar and proceed to center of aisle on floor level.
- 3) When Celebrant bows/genuflects, all join in genuflecting toward the Tabernacle. Only the Cross bearer bows his/her head so as not to dip the Cross.
- 4) All turn and exit the Liturgy toward the front doors of the church.

After Mass:

- 1) Sacristan and Eucharistic Ministers bring Ciboria to the Sacramarium for purification. Communion Cups have already been brought in and water poured in; **now** that water can be poured down the Sacramarium to finish purification and cleansing.
- 2) Cups, Chalice, and Ciboria **are purified this way**: 1) lightly rinse with water into the Sacramarium any remnants of Hosts or Precious Blood; then 2) dry with a purificator used during Mass. After this the sacred vessels can be cleaned and stored or prepared for the next Mass, (*see final page for instructions*).

- 3) Used linens – corporal and purificators – are shaken out in Sacramarium or soaked if full of Precious Blood, then allowed to dry or bagged appropriately to be washed.
- 4) Lectionary, Gospel Book, and Roman Missal are returned to appropriate places.

Note: Only after the final Mass of the day are the books stored; otherwise, the “appropriate place” means setting them ready for the next Mass.

Additional Notes: (in no particular priority)

1. All lay ministers – cantors, readers, Eucharistic Ministers, servers, ushers – should dress befitting the dignity of the Eucharistic celebration. Specifically: shoulders and upper arms should be covered (no visible arm pits, please); modest skirts or pants (no short or tight-fitting clothing); no “torn” jeans, please. While tie and jacket are not required for men, please wear *better than causal* clothing.
2. Sacristans, Readers, Servers, and Eucharistic Ministers: if you know you will not be present for the Mass(es) for which you are scheduled, **it is your responsibility to find a substitute**. If, *after a diligent effort*, you cannot find a substitute, then notify the Sacristan for that Mass, (or sacristan should notify one of the Eucharistic ministers), so they will know well in advance to be looking for a replacement.
2. **All** Eucharistic Ministers are expected to help with the clean-up after Mass. If you offer to help, and the Sacristan in that moment lets you know everything is handled, then you can leave. *Do not presume that you are not needed!*
3. **ALL ministers are encouraged to recruit new ministers, especially younger family members.** (There are too many “Needed” slots on every weekend’s schedule, and everyone is responsible for filling those slots!)
4. Reverence with flexibility is needed in every Liturgy. Priests, deacons, and ministers make mistakes like anyone else. Constant observation and the readiness to help each other is part of this ministry. Frustrations are common; the mercy of God is greater. We pray for each other.

Attention to Reverence:

1. The “*Reserved*” Presence of the Body of Christ in the Tabernacle is the focal point of the church at all times outside of the Celebration of the Liturgy. The appropriate act of reverence toward the Reserved Presence in the Tabernacle is a genuflection (or a *profound bow* by those who cannot genuflect).
2. **However**, from the beginning of Mass until the ending of Mass, (i.e., the Celebrant entering the Sanctuary and leaving the Sanctuary), the *focus shifts* to the **Altar of Sacrifice**. The Altar is revered with a simple bow whether the minister passes in front of or behind the Altar. This applies to Celebrants, Deacons, Altar Servers, Cantors, Readers, and Eucharistic Ministers.
3. During Mass, the Tabernacle only receives reverence – genuflection – when the Reserved Hosts are retrieved for Communion or reposed after Communion.
4. During Mass, genuflections to the Blessed Sacrament on the Altar are part of the Ritual of the Mass, and are not performed as a personal act of reverence. Rather, a profound bow would be appropriate if at all necessary to cross the center of the Altar.
5. **REMEMBER:** When the Blessed Sacrament is present on the Altar, ministers **NEVER** cross in the Sanctuary between the Altar and the Congregation.
6. After Communion, the minister (celebrant or deacon) reposing the Blessed Sacrament in the Tabernacle should genuflect (or bow) to the Tabernacle once the Blessed Sacrament is placed in the Tabernacle.
 - Other ministers in the Sanctuary <*if not otherwise occupied*> may (*are not obliged*) turn toward the Tabernacle and offer reverence, i.e, genuflect or bow, when the Blessed Sacrament is reposed.
 - Ministers already outside the Sanctuary are not expected to perform any act of reverence beyond that of the regular congregation.

Care for Sacred Vessels:

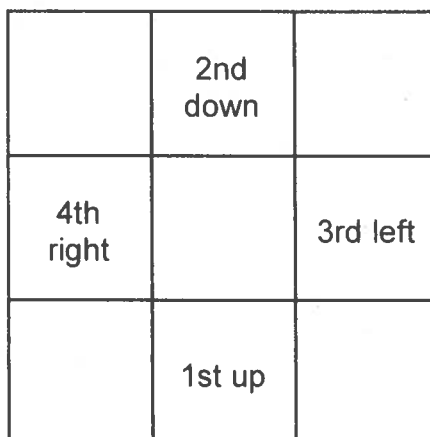
Regardless of what has been done in the past, even if done with good intention, these are the new and mandatory policies for handling the ciboria and cups at all locations and for all Masses.

1. Please, **DO NOT** use anti-bacterial hand gel before Mass! (The alcohol content contributes to the deterioration of the protective coating applied to the gold finish of the sacred vessels!)
2. Be sure your hands are washed and clean of any excess hand creams or the like which could compromise the protective coating of the sacred vessels. (All perfumes and scents use an alcohol suspension to preserve their scent, and this, again, contributes to the deterioration of the protective coating.)
3. **NO SOAP** of any kind is to be used to clean the sacred vessels. Even mild soaps eventually dull (cause a milky appearance to) the protective coating on the vessels and will lead to the temptation to use polish on the vessels. Also, abrasive soaps will destroy the protective coating rapidly.
 - Please remove any jewelry which could scratch the vessels and mar the finish in the process of cleaning.
4. **DO NOT** immerse the vessels in water! (We are not washing dishes!!!)
5. To clean the vessels after they have been purified:
 - a. soak a soft cloth (diaper soft) in water and ring out;
 - b. vessels do not need to be wet or rinsed again for cleaning;
 - c. rub off any evidence of lipstick or other soiled areas;
 - d. immediately dry the vessel with a fresh dry diaper-soft cloth.
6. **NEVER** use any kind of metal polish on the sacred vessels. *These polishes remove the protective coating and contribute to the tarnishing of the metal!* If the vessels are purified and cleaned appropriately the protective coating will remain clear and the gold finish will never tarnish.
7. All vessels need to be stored in cloth bags to protect the finish and prevent deterioration of the coating.

Care for Mass Linens: NO starch is to be used in washing the Mass linens; nor are they to be sprayed with starch while ironing. This makes them too stiff, which means they can then scratch the finish on the vessels.

Particular Attention to the Corporal: The purpose of the Corporal is to catch fragments of the Blessed Sacrament. So, when open on the Altar, the hem should be under the fabric so as not to "trap" fragments inside the cloth hem. Therefore, it should be ironed fully open in this upward facing position. The **1st** crease = the bottom third should be folded up - the way the Celebrant folds from the bottom up to catch fragments. The **2nd** crease = the top third should be folded down (for the same reason). The **3rd** crease = the right third should be folded toward the left. And the **4th** crease = the left third should be folded toward the right. The final, fully folded Corporal should be a square ready to be opened like a book.

hem is under Corporal
when fully open



2nd = top third is
crease folded down ↓

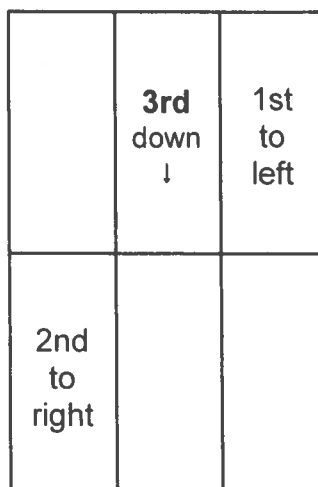
1st = bottom third
crease is folded up ↑

4th = left third is
crease folded right →

3rd = right third
crease is folded left ←

Particular Attention to the Purificator: The purpose of the Purificator is to catch drops of the Precious Blood. It, too, has a proper way to be folded. When fully open before creasing, the hem is on the top side of the Purificator. The **1st** crease = the right third should be folded toward the left. The **2nd** crease = the left third should be folded toward the right. The **3rd** crease = the top half should be folded down, creating a narrow rectangle.

hem is top side of
Purificator when fully open



1st = right third
crease is folded left ←

2nd = left third is
crease folded right →