

# Liturgical Ministries Instruction 2019

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

Items needing emphasis are highlighted – please read all of these most attentively!

- 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 with Patten draped with purificator and folded corporal on top
- 2) Communion Cups (2 or 4) (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; we will use the ciborium from the Tabernacle.  
*Preference is not to use large offertory bowl with hosts.*
- 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 in large bowl (allowing roughly *50 or so* hosts in the Tabernacle after Communion distribution), plus decanter/pitcher of wine (enough wine for congregation, please). Be sure the large host is in the Offertory bowl as well.

**Candles:** lit at ambo / altar, or ready for procession      **Cross:** ready for procession

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

**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 signaled by Celebrant.

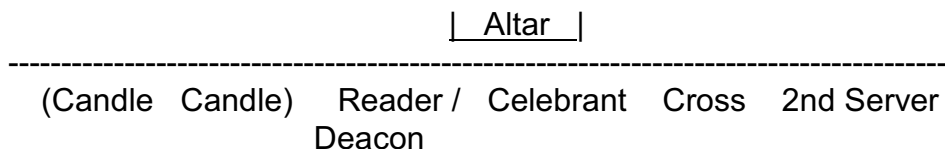
## Entrance Procession:

Cross; candles or other server(s), (only use candles when two are available for procession); Gospel Book (carried by Deacon or Reader); Celebrant.

Should process **not more than 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, **servers go to right with Cross bearer** and wait at right of Cross.
- 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.
- 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 cloth-covered 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 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 brings 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 decanter 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:

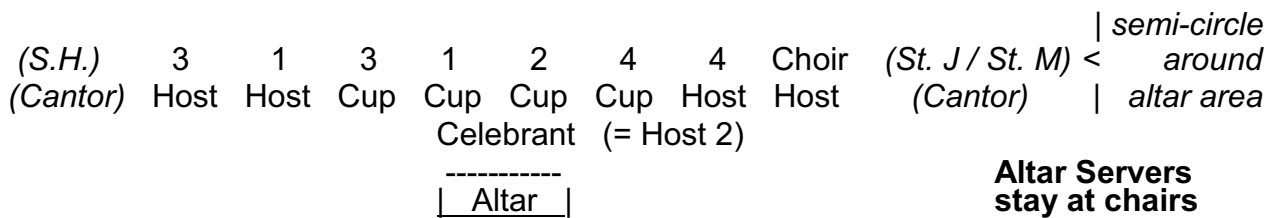
- 1) *Ring of the Bells at Consecration:* (three times)
  - a) *Epiclesis* (invocation of the Holy Spirit) – while the celebrant holds his hands over the bread and wine, a server rings the altar bells **softly, 3 short times**, not to drown out the words of invocation.
  - b) *Consecration of the Bread*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

**Communion:**

- 1) Eucharistic Ministers enter the Sanctuary during the Sign of Peace and stand behind 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, and then 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.*
4. **Celebrant, remaining at center of Altar,** presents Communion Cup to Cup 1; — Cup 1 communicates Host 1 and Host 3, and S. H. Cantor
5. Celebrant presents Communion Cup to Cup 2; — Cup 2 communicates Host 4 and Choir Host and St. J. /St. M. Cantor
6. Celebrant presents Communion Cups to Cup 3 and Cup 4; they come to Celebrant. — they proceed to *outside* of Cup 1 and Cup 2
7. Celebrant presents ciboria to Host 1, Host 3, Host 4, Choir Host; **they come to Celebrant.**
8. Celebrant (or Host 4) communicate servers at their place; Cup 2 (or Cup 4) do the same.
9. Proceed to normal Communion Stations.

- N.B.**
- 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.

## Communion continued:

- 6) **N.B. 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 and *Catholic Commentator* at all church exits.

## Recessional:

Immediately following the Final Blessing and Dismissal:

- 1) Servers extinguish candles, 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 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 Sacrarium for purification. Communion Cups have already been brought in and water poured in; **now** that water can be poured down the Sacrarium to finish purification and cleansing.
- 2) **Cups, Chalice, and Ciboria are purified this way:** 1) lightly rinse with water into the Sacrarium 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 Sacrarium or soaked if full of Precious Blood, then bagged appropriately to be washed.

**Please Note:** **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.

- 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. Sacristans 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.**

**New** Extraordinary Ministers of Holy Communion: if you were **not** certified in 2017, you can go to the Diocese of Baton Rouge website to take the online instruction and print out your certificate. Go to: <https://evangcatbr.org/emhc-training-registration/> and follow the instructions.

## 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.