

OLBH Liturgy Guidelines

Sacristans, Altar Servers, Lectors, Music Ministers,
and Extraordinary Eucharistic Ministers

Before Mass

All: Arrive 20 min. early. Check your name off the ministry schedule on the counter in the gathering area, and let the sacristans know you are there. If you can't be there, please find a replacement so the sacristans won't have to find one at the last minute. **Stay around to pray together before Mass begins.**

Sacristans: Sacristans should arrive about 40 min. early.

BOOKS:

1. Prepare the **Roman Missal, Lectionary** and **Book of Gospels**. Mark the pages according to the calendar. Have the priest double check the prayers and readings.
2. Prepare the **Priest's & Deacon's (or Lector's) binders**. His binder will match the color of the church season.
3. Place the Roman Missal on the stool next to the server chairs, and the binder(s) on the table next to the Priest's chair.
4. After the lectors have reviewed their readings, place the Lectionary on the ambo, opened to the first reading.
5. The Book of Gospels will be carried to the altar by the first reader or Deacon.

LIGHTS & SOUND

1. Turn on the main lights and those over the Baptismal font. The switches are located next to the Holy Family chapel and over the counter in the narthex.
2. Make sure the switch at the base of the microphone is turned on—there will be a little red light when it's on.
3. Check the portable headset microphones with the battery tester to see if new batteries are needed. If so, change them.
4. Five minutes before mass, make sure the servers have lit the candles.

TABERNACLE

1. Unlock the tabernacle and leave the key in the lock. Make sure there are at least ten consecrated hosts in the ciborium in the tabernacle, in case they run out during communion. If this is not the case, then place ten extra hosts in the paten with the bread to be consecrated at Mass.

CREDENCE TABLE: Prepare the following:

1. **Corporals (2):** ONE at the credence table, and ONE opened on the altar where the chalices are placed.
2. **Hand towel** and **five purificators** (one extra in case of a spill)
3. **Presider's chalice** and **three other chalices**
4. **Small water cruet** filled with at least one inch of water
5. **Small paten**
6. **Lavabo bowl** and **pitcher** filled with hot water.

Using the wooden tray, carry these to the credence table and set them out according to the diagram in the sacristy. Take the tray back to the sacristy.

GIFT TABLE:

1. After you get a head count from the usher, measure out approximately one half cup of wine for every 60 people and pour it into the **large flagon**.
2. Place hosts plus the ten regular hosts on the paten to complete the number needed. If extra hosts are needed the priest will go to the tabernacle during communion.
3. If someone needs to receive the **low gluten hosts**, they will tell you before Mass. These hosts are in the refrigerator in St. Joseph's Hall and are placed in **pyx**.
4. If there are **pyxes** for homebound ministers or low gluten hosts, do not place them on the paten. Place them on the altar on the left side as you face the congregation.
5. Place the **flagon and paten** on the gift table just before Mass begins.
6. Make sure there is a **collection basket** next to the priest's chair.

INCENSE:

1. If incense will be used, set up the incense stand near the credence table.
2. About 15 minutes before mass, light one piece of charcoal and place it in the thurible.
3. If incense will be used more than once during the Mass, place some backup charcoal in a little dish near the incense stand. Make sure there is enough incense in the boat.

ATTENDANCE:

Make sure all ministers have checked in. If not, find replacements.

Lectors:

Review your readings early, while the lectionary is still in the sacristy. The second reader should also review the intercessory prayer inside the binder in the sacristy. Take the binder with you to your pew.

Servers:

About fifteen minutes before Mass begins, candle bearers light the candles. Bow toward the altar before going up the steps. Go up and down the front steps, not the side steps.

Introductory Rites

Entrance Procession/Opening Hymn

Enter in the following order, leaving five pews between you:

1. **Thurifer** (*when incense is used*), in front of the baptismal font
2. **Cross Bearer/MC** on left side of font
3. **Candle Bearers**, side by side, right side of font
4. **Deacon or First Reader**, carrying the Book of Gospels
5. **Priest**

Do not rush down the aisle, but proceed slowly with 3-4 pews of spacing. Servers make a simple bow (head only) toward the altar, and then proceed to the following positions:

- **Thurifer:** Stand behind the Presider's chair until he asks for the incense.
- **Cross Bearer/MC:** Place the cross in its stand and proceed to the first server chair next to the stool.
- **Candle Bearers:** Place the candles in their stands and go to the server chairs.
- **Deacon or First Reader:** When you reach the altar, do NOT bow because you are carrying the *Book of the Gospels*. Proceed around the right side of the altar between the ambo and the altar, and lay the *Book of the Gospels* on the altar. Do not stand the book on end since that causes the binding to break. Leave on the left side and return to your pew (no bow is necessary).

Greeting – Penitential Act – Kyrie – Gloria

Opening Prayer

Cross Bearer/MC: At the beginning of Mass, when you reach the altar; take the Roman Missal to the Presider and open it to the opening prayer, which will be marked with a ribbon. Check ahead of time to see which ribbon marks the opening prayer.

- Stand directly in front of the Presider, holding the book open.
- Rest the top of the book on your upper chest to hold it still.

Liturgy of the Word

First Reading

First Reader: After the opening prayer, make a profound bow toward the altar and go up the steps between the altar and the ambo. Gently adjust the microphone so the tip is about two inches away from your chin. When you are done with the reading, lead the assembly in 30 seconds of silence. Exit between the altar and the ambo, not down the side steps. Do not bow when leaving the sanctuary.

Responsorial Psalm

Cantor: Make a profound bow toward the altar and go up the steps between the altar and ambo. There is no period of silence after the Psalm. Exit between the altar and ambo, not down the side steps. Do not bow when leaving the sanctuary.

Second Reading

Second Reader: Follow the instructions for the first reader. When you are done with the reading, place the lectionary on the shelf of the ambo.

Gospel Acclamation

Musicians: When the second lector leaves the ambo, start the Gospel Acclamation.

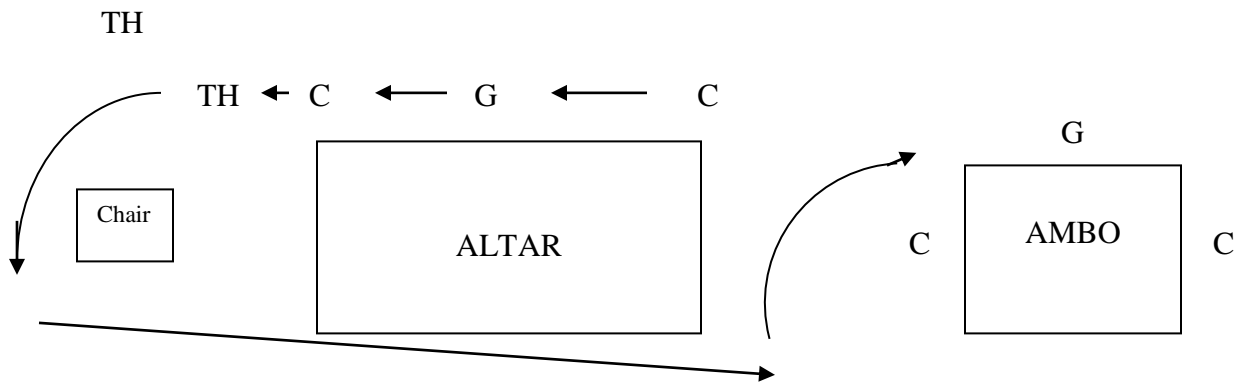
Gospel Procession (for special Masses only)

Thurifer:

1. After the cross-bearer takes the Lectionary from the ambo, take the thurible and incense boat to the Presider or Deacon; give him the incense boat so that he can put incense into the thurible.
2. Then he will pick up the Book of Gospels from the altar, and the candle bearers will take their places on either side of him.
3. At that point, lead a procession down the side steps, around the front of the altar, and up the steps between the altar and ambo.
4. Take a position far back behind the ambo and wait for the Presider or Deacon to ask for the thurible.
5. After the Gospel is incensed and read, and the people say, "Praise to you Lord Jesus Christ," lead the candle bearers down the steps between the altar and ambo, hang the thurible on the stand, and return to your seat.

Candle Bearers:

1. When the Presider or Deacon lifts up the Book of Gospels from the altar, take your candles out of the stands, and take positions on either side of him.
2. Then turn and follow the thurifer, who will lead a procession down the side steps, around the front of the altar, and up the steps between the altar and ambo.
3. Stand on either side of the ambo while the Gospel is incensed and read.
4. After the Gospel is read, and the people say, "Praise to you Lord Jesus Christ," place the candles back in the stands, follow the thurifer down the front steps, and return to your seats.



Gospel Reading – Homily → Silence – Profession of Faith

Universal Prayer: *If there is a deacon, he will read the intercessions instead of you.*

- Please wait to come forward until after the Creed has been completed.
- Then approach the altar with the binder of Intercessions. There is no need to bow as you step up to the ambo.
- Read each intercession and pause before you say, “Let us pray to the Lord.”
- Remain at the ambo until the priest prays the concluding prayer, then return to your pew.

Offertory Hymn

Liturgy of the Eucharist

Preparation of the Altar *(When a DEACON is present, the MC presents the following items to him and he arranges them on the altar.)*

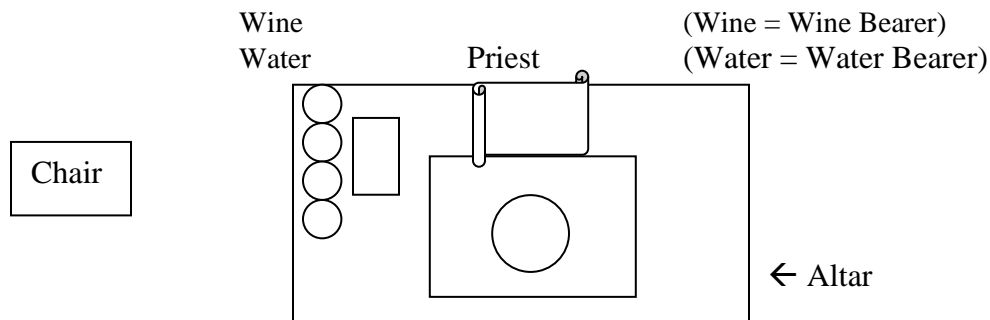
Cross Bearer/MC: When the offertory hymn starts, begin to prepare the altar.

1. First, bring the sacramentary and corporal to the altar.
 - Place the corporal in the center and at the the bottom edge.
 - Place the Sacramentar with the stand in the center of the altar.
2. Then bring the four chalices to the altar, two at a time.
3. Place all the chalices on the right side of the altar, and put the main chalice nearest to the back edge, in the second line toward the center of the altar.
3. Place 4 purificators in one pile between the cups and the corporal.
4. Return to the credence table and stay there to direct the servers.

Presentation of the Gifts

Candle Bearers: When the offering is completed, the Priest or the Deacon will move to the front of the altar to receive the gifts. Join him, one on either side of him.

1. The Priest (or Deacon) will hand the collection and the wine to the servers, and he will take the bread.
2. The wine bearer goes up the front steps between the Presider’s chair and the altar, stands closest to the wall and faces the Priest.
3. The server with the collection places it near the credence table, then brings the water cruet to the Presider so he can pour the water into the wine.



Candle Bearers: Both servers wait until the wine & water have been poured, then go down the side steps together. Place the wine flagon and water cruet on the credence table, and return to your chair.

Cross Bearer/MC and candle bearer: Drape the hand towel over your arm and pick up the lavabo bowl. As soon as the servers (above) leave the altar, approach the priest so he can wash his hands. Then go back down the steps, place the bowl and towel on the credence table, and return to your chair.

Communion Rite

Our Father – Sign of Peace

Cross Bearer/MC: During the sign of peace, take the extra paten to the altar and hand it to the priest. When a Deacon is present, hand it to him. Offer peace to the Presider (and Deacon), and take the Roman Missal back to the server chairs.

Eucharistic Ministers: Toward the end of the sign of peace, line up in the area in front of the credence table, with the bread minister at the end of the line. Make a profound bow if you cross in front of the altar to get there. You should be lined up by the time the *Lamb of God* begins.

Musicians: Begin the *Lamb of God* when the Presider appears ready to begin the Fraction Rite.

Breaking of the Bread (Fraction Rite)

Communion Hymn

Musicians: Begin the communion hymn after the assembly says, “*Only say the word and my soul shall be healed.*” It is not necessary to wait until the Presider receives before starting the hymn.

Communion

Extraordinary Ministers of the Eucharist: As soon as the Presider and Deacon (if there is one) have received communion, line up behind the altar, with the Bread Minister at the end. The Body of Christ will be distributed to each one, and then one cup and purificator will be given to the Extraordinary Minister of the Body of Christ. He or she will offer the Precious Blood to each Eucharistic Minister, and then present the cup and purificator to the first person in line. Meanwhile, the Presider will hand a cup and purificator to the others.

Blood Ministers: The first two cup ministers will go down the steps between the altar and ambo and take their places. The other two will go down between the altar and Presider’s chair and take their places. While offering the Precious Blood, say, “The Blood of Christ.” Wipe the edge of the cup with the purificator and turn it a little before the next person receives. If you run out, simply cover the cup with the purificator. When communion is over, and the musicians have received, consume any remaining Precious Blood in your cup, place the cup on the credence table, cover it with the purificator, and return to your pew.

Body Minister: After receiving the paten from the Presider, go down the steps behind the cup ministers, and take your place next to the Presider to distribute the Body of Christ. If someone comes to you with arms crossed, offer a simple blessing, “may God bless you”. When communion is over and the musicians have received, simply place your paten on the altar and return to your pew.

Cross Bearer/MC: As soon as you have received communion, go to the altar. If the Roman Missal is still at the altar, take it back with you to your chair.

Clearing the Altar

After everyone has received communion, and the Presider has been to the tabernacle, and sat down, the ***Cross Bearer** will lead.

Cross Bearer/MC:

- Hand the patens on the altar to the **Candle Bearers** who will take them to the credence table. Do not stack them.
- Carefully fold the corporal, remove it from the altar and place it on the credence table. Return to your chair.

*When a **DEACON** is present, he will lead the clearing of the altar, and the servers will approach the altar as soon as he begins to fold the corporal.

Silence

Prayer after Communion

Cross Bearer/MC: During the silence, find the *Prayer after Communion* in the Roman Missal. When the Presider stands up, bring him the Missal and open it to the *Prayer after Communion*.

Announcements

Concluding Rite

Greeting

Blessing

Dismissal

Recessional and Closing Hymn

Cross Bearer/MC: After the closing hymn begins, retrieve the processional cross and proceed down the center aisle to the fourth pew, then turn around and face the altar.

Candle Bearers: When the cross bearer moves, get your candles from the stands, proceed to the center aisle, turn around, and stand one step ahead of the cross, facing the altar.

All Servers: Make a simple bow (head only) toward the altar in unison when the Presider bows, then turn around and process out.

All Servers: When you arrive in the gathering space, stop in the center and turn around to face the Presider. **Candle Bearers** will stand on each side of the Cross Bearer. The priest will bow to the cross and say "Blessed be God." All respond: "Now and forever."

After Mass

Candle Bearers:

After most people have left, and the music has ended, extinguish the candles in the sanctuary, and replace all candles in their stands next to the altar.

Hospitality Ministers and Sacristans:

Locate on the counter of the Sacristy the bags that are labeled for that Mass's children's and general collection. One Hospitality Minister and one Sacristan will sort the money: cash, checks, envelopes and put in the correct bags and zip closed. This always must be done with two adults—one Sacristan and one Hospitality Ministers present. If teens are helping as Hospitality Ministers, then sorting the money is to be done with the oversight of two adults. The Sacristan will place the bags in the slot. **This is required by the diocesan financial policy.**

Sacristans:

1. Lock the tabernacle and remove the key.
2. Wait for the presider, deacon or acolyte to purify the vessels at the credence table.
3. Using the wooden tray, gather all vessels and linens from the credence table and return them to the rear counter in the sacristy.
4. Leave the corporal on the altar for the chalices, unless it is stained by wine.
5. Wash, rinse, and dry the vessels, and put them back in the cupboard.
6. Place the soiled linens in the used linen drawer.
7. Return all books and other items to their places.
8. Turn off the lights. If you are the last one out after the 5:00 PM or 9:00 AM Mass, make sure all other church lights are off.
9. It's okay to leave the candles burning in the Holy Family Chapel.

Thank you!