



# LITURGICAL MINISTRIES GUIDE

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HOLY SPIRIT PARISH  
DUBUQUE, IA

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*Note: All underlined words are defined in the Glossary*

# ALTAR SERVERS

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## THE IMPORTANCE OF SERVERS

*Servers hold the most important lay role in the celebration of the Mass because they directly help the priest pray. They also get a front row seat to witness the mystery of what happens on the altar: Jesus Christ becomes present among us. Bread and wine are changed into Jesus' own Body and Blood. At Mass we carry out Jesus' commandment: "Do this in memory of me." Receiving this bread and wine which have become Jesus' Body and Blood also changes us to be more loving, patient, and courageous in our Catholic Christian faith. Ultimately it makes us holy – holiness is being exactly who God has created you to be.*

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### AT HOME:

1. **Pray.** . . .pray. . .pray. Ask God for the help and grace you need to prayerfully serve at his altar.
2. **Dress respectably.** If you have a nice pair of shoes, wear them.

### AT CHURCH (BEFORE MASS):

3. **Arrive 20 minutes before Mass begins.** This is gives you time to dress before we pray in the sacristy at 15 minutes before Mass.
4. **Sign-in** in the book in the sacristy.
5. **Put on an alb** that covers your pants and ankles, but short enough that you don't trip over it.
6. **Put on a cincture.**
  - Wear one that is the same color as what the priest and deacon are wearing.
  - HG: put a wooden cross around your neck too.
7. **Light the altar candles.**
  - HG only: also turn on the altar light.
8. **Pray** with the priest, deacon, and all the other ministers **15 minutes** before Mass begins.
9. **Double-check** that everything is on the credence table that needs to be.
10. **Head to the back.** Cross-bearer takes the cross. The other servers take a hymnal so you can sing along. Greet people entering church.

### **When do I genuflect?**

You genuflect to the tabernacle when: (1) entering Church, (2) leaving Church and (3) when passing between the tabernacle and the altar *before or after Mass only*.

### **When do I bow?**

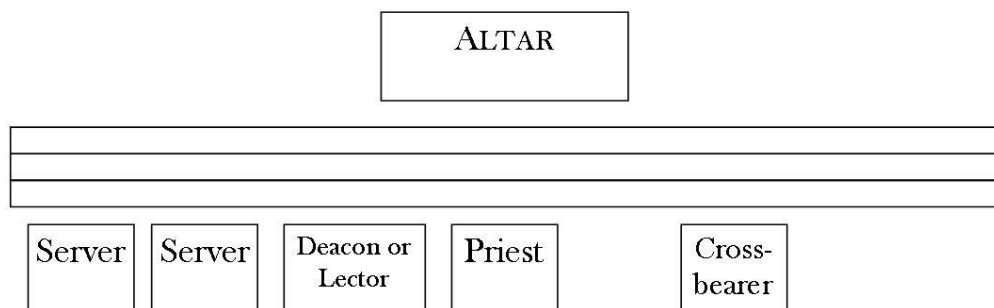
You bow to the altar any you pass by it *during Mass*. This is because during Mass our focus in on the altar where Christ is being made present in our very midst!

### **Why do we wear albs?**

Albs serve two functions: (1) The white color reminds us of Baptism and how we should come to Mass: pure and prepared. (2) By being dressed the same they help keep everyone's attention on the really important work that God is doing for us.

## DURING MASS (LITURGY OF THE WORD):

11. **The cross-bearer leads** the procession when the singing begins.
12. **The other servers follow together** behind the cross a distance of 5 pews. They join the assembly in singing the opening song.
13. **Servers split and all stop at the 1<sup>st</sup> step.** The cross-bearer goes to the right and the other servers go to the left, leaving room for the lector, deacon, and priest. Like this:



### Servers teach others how to pray

Servers perform an extremely important job of modeling *how* everyone else present at Mass should worship. If the server is paying attention, singing, neatly-dressed and prayerful, they model for everyone how they, too, should present themselves when in the presence of God.

14. **When the priest genuflects** the cross-bearer bows his/her head and the others genuflect with Father.
15. **After the sign of the cross**, the cross-bearer picks up the *Roman Missal*, stands to the left of Father, and waits. (Don't wait for Father to say "Let us Pray" because that is the time we should be praying)
16. **After the collect/opening prayer**, the cross-bearer/book-bearer returns the book to stand next to his/her own seat and is seated.

## DURING MASS (LITURGY OF THE EUCHARIST):

17. **After the Prayers of the Faithful**, while ushers take up the collection:
  - **The cross-bearer** places the *Roman Missal* on the altar and removes the Gospel-book stand.
  - **The other servers** bring (1) the main chalice, (2) the corporal, (3) and other chalices from the credence table to the deacon, or if no deacon, to the priest.

18. **(Don't bring the purificators,** or communion bowls. The priest or deacon will unfold the corporal and place it on the altar.)

19. **Receiving the gifts.** The deacon or priest goes down the steps to receive the gifts; *two servers join him* (one on each side). He will give one server the bread, and the other he will give the pitcher of wine.

20. **The server with the paten** hands it to deacon, or Father if no deacon is there (*Don't just place it on the altar because it shows the people handing over everything to the priest and Jesus*).

21. **The server with the pitcher of wine** goes to the credence table, removes the top (if there is one), and waits for the other server to return.

22. **The servers walk together to the altar**

- one with the pitcher of wine,
- the other with the water cruet.  
(*Hold them both with handles facing the priest or deacon*)

### **Is it bread & wine or Jesus' Body & Blood?**

When the gifts are brought forward they are bread and wine. They symbolize the work, lives, and gifts of all the people present at Mass. Jesus uses the priest to change ordinary bread and wine into his own Body and Blood. At the end of the Eucharistic prayer everyone says "Amen" this means we all believe in the change that has taken place. They still look like bread and wine at communion, but they are *really* Jesus' own Body and Blood – it is Jesus Christ himself present with us today!

23. **Return together to the credence table**

- One will still be holding the water cruet
- The other will pick up the glass dish and hand towel

### **Why does the priest wash his hands?**

So they are clean? Yes, but there is more to it. In the Bible we read that the high priest of the Jewish temple would wash his hands before he offered the sacrifice on behalf of the sins of the people. The priest is acting as Jesus the new and eternal high priest who offered one sacrifice on the cross for all of us.

24. **Purifying Father's hands.** Walk together to the altar; pour plenty of water over Father's hands. After he dries his hands, return these items to the credence table.

25. **Return the empty wine pitcher.** If you haven't already done so, get the empty wine pitcher from the deacon or priest.

26. **Go to your places.**

27. **Kneel on the kneelers** after the *Holy, Holy* with the assembly.

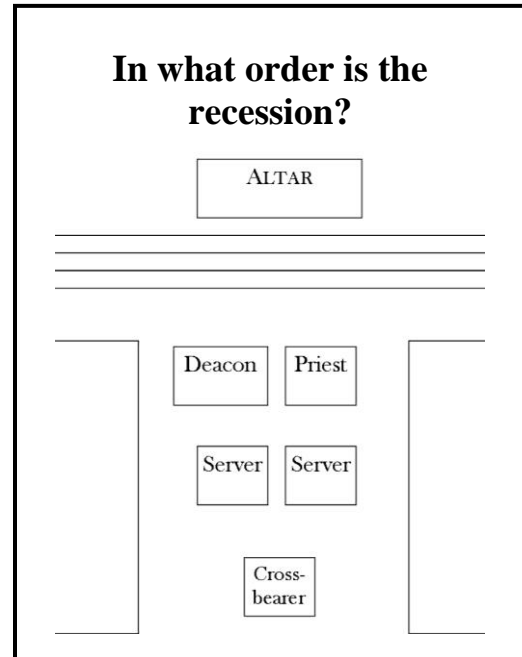
28. **Ring the bells once after** Father raises the hosts and says, "*Take this, all of you, and eat it: this is my body which will be given up for you.*"

29. **Ring the bells once after** Father raises the chalice and says, "*Do this in memory of me.*"

30. **After the sign of peace,**

- **exchange peace** with each other, the priest and the deacon. Go to the priest.
- **and bring the communion bowls** from the credence table to the altar.

31. **Stand in line** and receive communion with the Eucharistic ministers.
32. **After receiving communion** join in the communion song.
33. **After communion**, the servers clear the altar of everything. The cross-bearer takes the *Roman Missal* from the altar.
34. **When the priest sits**, everyone will sit and offer a silent prayer of thanksgiving.
35. **When the priest stands and says “let us pray,”** the cross-bearer brings him the *Roman Missal* so he can lead everyone in the prayer after communion.
36. **After the prayer, the cross-bearer returns the book** to the stand by his/her chair.
37. **Sing the closing song** at the end of Mass.
38. **The cross-bearer gets the cross** when the priest (and deacon) walks to the altar and kisses it.
39. **Everyone walks down the steps** to their places, facing the altar (as in #13).
40. **The priest, deacon, and servers genuflect together** (except for the cross-bearer who bows his/her head).
41. **The cross-bearer leads the procession** to the entrance to Church (See chart above).



### AFTER MASS:

42. **The cross-bearer** puts the cross away.
43. **A server extinguishes candles** by using the candle extinguisher. **Tips:**
  - **Don't blow the candles out** as wax and ashes can end up on the altar or carpet.
  - **Place the candle extinguishers** on the candle until smoke starts to come out the side.
  - **At HG: Turn off the altar light**, too.
44. **Return your alb, cincture, and hymnal** to their proper places.
45. **As you leave church, genuflect** when you pass the tabernacle.
46. **THANK YOU for your service!**



# EXTRAORDINARY MINISTERS OF HOLY COMMUNION

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## THE IMPORTANCE OF EXTRAORDINARY MINISTERS

*Jesus tells us in John 6:35: "I am the Bread of Life; whoever comes to me will never hunger, and whoever believes in me will never thirst." As an Extraordinary Minister of Holy Communion, you are given the amazing privilege and responsibility of handling the Precious Body and Blood of Jesus Christ. You also witness God's power to satisfy the hunger and thirst of our parish community for Jesus Christ in the Blessed Sacrament. This is a serious responsibility that charges you to be an authentic public witness of your Catholic faith every day of your life. After your training as an "EM" you must be commissioned to distribute Communion. This commissioning is valid for 3 years in the Archdiocese of Dubuque and you must be re-commissioned after that time.*

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### AT HOME:

1. **Pray . . . pray . . . pray.**
2. **Dress respectably.** If you have a nice pair of shoes, wear them. There is no need to rent a tux, but jeans, t-shirts, tennis shoes, etc., are a bit too informal. Keep an eye on the bulletin and schedule, and **get a substitute if you can't be present** at Mass when you are scheduled to be a Eucharistic Minister.

### AT CHURCH (BEFORE MASS):

3. **When you enter the sanctuary** and approach the tabernacle, genuflect to the tabernacle to show reverence to the Blessed Sacrament. (see box at right).
4. **Arrive 20 minutes before Mass begins** and sign in on the sheet in the sacristy. Wait in the sacristy to pray with the priest and those assisting with other ministries 15 minutes before Mass.

### DURING MASS (LITURGY OF THE EUCHARIST):

5. After briefly exchanging the Sign of Peace with those around you, come forward, **bowing profoundly to the altar** as a sign of reverence prior to entering the sanctuary. Try to be in the sanctuary before we begin praying the Lamb of God.
6. **Those who will be offering the cup should pick up a purificator** from the credence table. Please stand in a semi-circle behind the presider. Stop exchanging the Sign of Peace with the others in the sanctuary when we begin the Lamb of God. Please note that if a deacon is assisting at Mass, he is an Ordinary Minister of the Eucharist and he normally will distribute the Precious Blood. Therefore, we will need one more Extraordinary Minister when a deacon is not present (this is also the case if another priest is concelebrating).

#### **When do I genuflect?**

You genuflect to the tabernacle when: (1) entering Church, (2) leaving Church and (3) when passing between the tabernacle and the altar *before or after Mass only*.

#### **When do I bow?**

You bow to the altar any you pass by it *during Mass*. This is because during Mass our focus is on the altar where Christ is being made present in our very midst!

7. After the presider receives Communion, he distributes the Body of Christ to the Extraordinary Ministers. He (and the deacon, if present) then distributes the Blood of Christ to the ministers.
8. The presider (and the deacon, if present) hands the bowls to the ministers and they go to their designated places to distribute Communion to the assembly. The ministers designated to bring Communion to the musicians and the people in the handicap pews do so at the appropriate time.
9. **The cupbearers** stand far enough away from the distributors of the Body of Christ so that there is enough room for a line to form if necessary. Open up the purificator and use the whole cloth during the distribution of the Blood of Christ, turning the cup each time it is returned to you as you carefully wipe both the inside and outside of the rim of the cup. Don't look around the assembly while waiting for the next communicant.
10. When distributing Communion, look directly at the communicant and pronounce clearly and reverently: "The Body of Christ" or "The Blood of Christ."
11. **Hold up the host or cup so the communicant can see it** when responding, "Amen." Give the communicant time to bow his/her head and respond before giving the host or cup to him/her. Don't rush. Look the person in the eye when you speak to him/her.
12. **Blessing:** If a small child or an adult holding a baby seems to be seeking a blessing from a distributor of the Body of Christ, feel free to give it by placing your hand momentarily on the baby's/child's head, or by saying "God bless you," or by making the sign of the cross on his/her forehead. An adult too may come forward seeking a blessing; crossing one's arms over one's chest is the universal sign of a request for a blessing; make the sign of the cross on the his/her forehead .
13. The musicians receive communion after everyone else has received.
14. The priest will give consecrated hosts to those who come forward with a pyx at the end of the Communion Rite to take Communion to those who are homebound.
15. When they are finished distributing, the cupbearers take their cups to the credence table and consume the remaining precious blood. Place the purificator over the top of the cup, not inside it. If there is a lot of precious blood remaining in the cup, ask other Extraordinary Ministers to help you consume it. The cupbearers then return to their seats.

### **Is it bread & wine or Jesus' Body & Blood?**

When the gifts are brought forward they are bread and wine. They symbolize the work, lives, and gifts of all the people present at Mass. Jesus uses the priest to change ordinary bread and wine into his own Body and Blood. At the end of the Eucharistic prayer everyone says "Amen" this means we all believe in the change that has taken place. They still look like bread and wine at communion, but they are *really* Jesus' own Body and Blood – it is Jesus Christ himself present with us today!

### **What if . . .**

#### **. . . a host falls on the floor?**

You can either: calmly pick it up and (1) consume it or (2) place it on the corporal on the altar for the priest to consume.

#### **. . . the Precious Blood spills?**

soak it up with the purificator as best you can, inform the priest, and ask the ushers after Mass to help you clean it up better.



16. At the end of Communion, the ministers who distributed the Body of Christ take the remaining hosts to the altar and hand the bowl to the presider if he is there, or else set the bowl on the altar. The ministers of the Body of Christ then return to their seats.
17. The presider or deacon takes the ciborium to the tabernacle. The deacon/altar servers remove everything from the altar. The presider or deacon purifies the vessels at the credence table.
18. If, when the ministers take their places in the sanctuary, you notice we need more ministers, please come forward even though you aren't scheduled for that Mass.
19. **THANK YOU for your service!**

# LECTORS

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## THE IMPORTANCE OF LECTORS

*Read? I can do that! It can seem like reading at Church is like public reading anywhere, but reading the Scriptures at Mass is unlike any other reading because this text is God's inspired word. You are privileged to proclaim to the people God's word which was delivered from God to a specific group of people in a specific time and culture, yet today those words continue to speak to us, because the author has remained the same. Every time we as Catholic Christians gather for the Liturgy of the Word, that scripture passage is fulfilled in our hearing (Luke 4:22) because Christ, the eternal Word, continues to speak to our hearts today.*

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## AT HOME:

1. **Pray . . . pray . . . pray.** During the week preceding the Sunday you will be lectoring, use the Scripture passages for the next Sunday as a basis for personal prayer and reflection. The Lector's Workbook aids you in doing this. The Workbook also provides helpful suggestions on how to read, what to emphasize, and help with pronouncing difficult words.

### **When do I genuflect?**

You genuflect to the tabernacle when: (1) entering Church, (2) leaving Church and (3) when passing between the tabernacle and the altar *before or after Mass only*.

### **When do I bow?**

You bow to the altar any you pass by it *during Mass*. This is because during Mass our focus is on the altar where Christ is being made present in our very midst!

2. **Each week there is a "Lector 1" and "Lector 2."** Lector 1 reads the first reading and if there is no deacon, also the Prayers of the Faithful. Lector 2 reads the second reading and introduction if the priest does not read it himself.
3. **Practice . . . practice . . . practice.** When you practice during the week and read at Mass on Sunday, be aware of and work on: a) volume & projection; b) speed of delivery (not too fast); c) articulation (clarity, distinctness); d) eye contact & body language; e) interpretation of text (pauses, inflection, emphasis, etc.).
4. **Dress respectably.** If you have a nice pair of shoes, wear them. There is no need to rent a tux, but jeans, t-shirts, tennis shoes, etc., are a bit too informal. **Keep an eye on the bulletin and schedule, and get a substitute if you can't be present** at Mass when you are scheduled as lector.

## AT CHURCH (BEFORE MASS):

5. **When you enter the sanctuary** and approach the tabernacle, genuflect to the tabernacle to show reverence to the Blessed Sacrament. (see box at right).
6. **Arrive 20 minutes before Mass begins** and sign in on the sheet in the sacristy. This gives you time to look over the readings again before we pray in the sacristy at 15 minutes before Mass.

7. **Wait** there in quiet prayer for instructions from the deacon or priest. Such as: Who is reading the Introduction? Is there a deacon today?

### LECTOR I (DURING MASS):

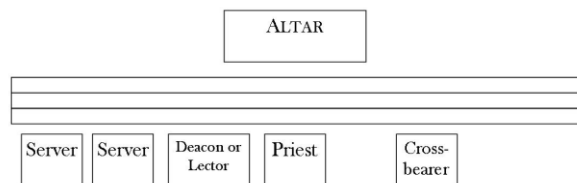
8. **If there is no deacon, Lector 1 carries the book of the Gospels in procession** (see below).

#### Carrying the Gospel Book:

The order of procession is: cross-bearer, altar servers, deacon or lector, presider.

Hold the Book of Gospels high, above your head.

When you reach the steps to the sanctuary, stand to the left of the presider, between him and the altar servers. Like this:



Those who are holding something – cross, candles, Book of the Gospels – *don't genuflect*. They simply bow their heads when the others genuflect.

Approach the altar and place the Book of the Gospels in the stand, with the front of the book facing the people, and then go to your seat. Feel free to sit wherever you want in the front of the church.

You do not process out at the end. Once the Word has been proclaimed, it is in our minds, on our lips, and in our hearts. We carry it out with us, just as we carry out the Body and Blood of Christ which we have taken within ourselves at Communion. After Mass, please return the lectionary and the Book of the Gospels to the sacristy.

9. After the opening prayer, walk slowly from your pew to the sanctuary. When you reach the steps, stop and bow profoundly toward the altar as sign of reverence.

10. **Pause** before proclaiming the first reading. Give the assembly enough time to sit down, settle in, and get ready to listen before you begin. (*At the 9:30 a.m. & 11:00 a.m. Masses when there is a Children's Liturgy of the Word, don't begin reading until the children get to the gathering area and the music ends.*) Don't say, "the first reading is . . ."

11. When finished, pause and proclaim clearly: *The word of the Lord.*

12. Return to the bottom of the sanctuary facing the altar and wait there for the cantor. **Bow together with the cantor** and return to your seat.

13. If there is no deacon you will also read the Prayers of the Faithful (see next page).

### AFTER MASS:

47. Please return the Lectionary and the Book of the Gospels to the sacristy.

48. **THANK YOU for your service!**

### **The Prayers of the Faithful/Petitions:**

Come forward when the assembly finishes reciting the creed. Bow profoundly when you approach the altar and go to the ambo [at HG, go to the lectern].

After the presider introduces the prayer of the faithful, read the petitions. There is no need to tell the assembly what the response to the petitions is, unless it is different from the normal response: "Lord, hear our prayer." Don't say the response to the petitions with the assembly. Pause for a moment before saying, "We pray to the Lord" or its equivalent, and also after the assembly's response to each petition. Take your time; don't rush through them.

After you have read the last intercession, wait until the presider finishes the prayer that concludes the intercessions, return to bottom of the sanctuary, bow to the altar, and return to your seat.

### **LECTOR II (DURING MASS):**

8. **If the priest has informed you that you are offering the introduction**, when the clock on the wall at the front of the choir loft or in the sacristy says it is time to begin the Mass, walk to the ambo (SH & HT) or lectern (HG) and read the call to worship.
9. After the responsorial psalm is sung, walk slowly from your pew to the sanctuary. When you reach the steps, **stop and bow profoundly with the cantor toward the altar** as a sign of reverence. Don't be in a hurry to begin proclaiming the second reading.
10. At the beginning of the reading, the lector does not say, "The second reading is..." Make an extra special effort to make eye contact with the assembly when you say, "A reading from..." and "The Word of the Lord." Please say these lines loud and clear. Pause for a moment after saying the former and before saying the latter. When the priest stands and we begin to sing Alleluia, close the lectionary and place it on the shelf.
11. The lector should not return to his/her place until the assembly begins singing the Alleluia. The assembly is reflecting on what they have just heard and movement would be distracting. While waiting, simply stand at or near the ambo facing the assembly with your head bowed. When the Alleluia begins and everyone stands, close and the lectionary and place it on the shelf (HG & SH) or on the stand behind the ambo (HT), return to the bottom of the sanctuary, bow to the altar and return to your seat.

### **AFTER MASS:**

12. Please return the binder to the sacristy.
13. **THANK YOU for your service!**

# MINISTRIES OF HOSPITALITY

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## THE IMPORTANCE OF HOSPITALITY

*Ushers and Greeters are called to be Ministers of Hospitality. They are entrusted with promoting a sense of welcoming and belonging to all the faithful assembled for worship. They are the first point of contact for the communal celebration of the Liturgy and because of this, should take special steps in being living representatives of the Parish Mission Statement.*

*Ministers of Hospitality minister to the entire community in a very active way. By freeing each person of their own personal impediments to the Mass through a welcoming atmosphere, ministers of hospitality take an active role in enabling each person to come to a freer expression of God in the Liturgy.*

***The purpose of these notes** is to provide some general observations and principles on these very important liturgical ministries of the Church. Practical application will differ between church sites. These guidelines, therefore, are not intended to impose absolute uniformity. Instead they are produced in a spirit of helping our parish by offering some basic and essential principles. These guidelines apply to those ministering during Saturday evening/Sunday Mass, as well as other liturgical celebrations.*

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## EXPECTATIONS:

1. The Ministry of Hospitality is truly a service to the Church and should be treated seriously and with great dignity. Therefore, Ministers of Hospitality should have an understanding of the Liturgy in order to be effective in providing the faithful with the proper environment.
2. In addition, the following attributes will assist the ministers of seeking Jesus' face in the face of each and every person who comes into the church: *patience, reverence, sensitivity, compassion, understanding, gentleness, and embracing a sense of the family gathered as the Body of Christ.*
3. Your participation in the Ministry of Hospitality should be a direct reflection of your own prayer life which is nurtured by the Word of God and reception of Holy Eucharist thereby imbuing within you a spirit of dignity and respect.
4. If the Ministers of Hospitality must pass in front of the altar (this should be extremely seldom), he/she must bow to the altar. All movements within the Liturgy are done with dignity and grace and never hurried.
5. **Ushers should always be fully prepared to:**
  - a) deal with disruptions (i.e. crying children and disruptive adults).
  - b) respond to medical emergencies, natural disasters, fire, or violence.
  - c) assist in the monitoring and protection of the Eucharist.
6. **Ushers** should be seated in a place which allows for easy access to the various responsibilities, yet with the assembly.

# USHERS

## BEFORE MASS:

1. **Dress respectably.** If you have a nice pair of shoes, wear them. There is no need to rent a tux, but jeans, t-shirts, tennis shoes, etc., are a bit too informal. Keep an eye on the bulletin and schedule, and **get a substitute if you can't be present** at Mass when you are scheduled to be an usher.
2. **Arrive 30 minutes before Mass begins.** (One hour beforehand on big feast days like Christmas and Easter.)
3. **Sign-in** in the book in the sacristy.
4. **On major feasts or busy Sundays,** ushers help seat those assembled for Mass and take special efforts to seat the faithful during the natural breaks in the Mass.
5. **Attend to the needs of the disabled** by holding doors open or locating non-sloped areas for wheelchairs and walkers.
6. **Make sure that the gifts of bread and wine are in their proper places before Mass.**
7. **Ensure the worship space is free of clutter and books are tidy.**

## DURING MASS:

8. **Assist in the Rite of Preparation** (Collection & Offertory):
  - a) circulate the collection receptacles (there should be a sufficient numbers of ushers to facilitate the collection in a timely and orderly fashion)
  - b) assist in the Offertory Procession
9. **Assisting the handicapped in receiving Holy Communion.** After everyone has received Communion, direct Eucharistic ministers to those disabled members who have not yet received Communion.
10. **Facilitate the Communion procession.** However it is not necessary to stand at each row while that row goes to Communion, which has the appearance of “keeping track” of who goes and who does not receive Holy Communion.
11. **Offer the parish bulletin to the faithful as they exit the church.**

## AFTER MASS:

12. **Assist the priest in sorting the collection after Mass** for deposit. (You are never to sort the collection money alone. This must always take place with the assistance of the priest, deacon and/or the head usher.
13. **Clean the worship space of clutter and ensure the book holders are tidy.**
14. **THANK YOU for your service!**

# GREETERS

## BEFORE MASS:

1. **Dress respectably.** If you have a nice pair of shoes, wear them. There is no need to rent a tux, but jeans, t-shirts, tennis shoes, etc., are a bit too informal. Keep an eye on the bulletin and schedule, and **get a substitute if you can't be present** at Mass when you are scheduled to be a greeter.
2. **Arrive 30 minutes before Mass begins.** (One hour beforehand on big feast days like Christmas and Easter.)
3. **Sign-in** in the book in the sacristy.
4. **Open doors** to make sure the entrance into the church is welcoming to all.
5. **Greet** the gathering assembly by offering a “Good Evening” or “Good Morning.”
6. **Smile!** This not only magnifies your true inner sincerity and sensitivity, but is an international sign of welcome to all the faithful.
7. **THANK YOU for your service!**



# SACRISTANS

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## THE IMPORTANCE OF SACRISTANS

*The role of Sacristan has the honor of preparing the sacred vessels, purificators, as well as the “nuts & bolts” of the Mass to make sure all the pieces come together so that all can have a reverent and smooth experience of Mass where all assembled, freed from petty distractions, can enter more fully into the mystery of Jesus breaking into our midst in word and Sacrament.*

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## BEFORE MASS:

1. **Unlock church doors 1 hour before Mass begins and sign in** on the sheet in the sacristy. (Saturday at Holy Ghost, doors need to be unlocked by 3:00pm).
2. (Before the 9:30am and 11:00am Masses): Collect extra bulletins at the entrances of the Church.
3. **Turn on lights** in entryways and in the church (and at HT turn on the light in the elevator). Lights to be turned on in the church are marked.
4. Make sure the Book of the Gospels, the Lectionary and the ‘petitions’ binders are on the counter in the sacristy.
5. **Place the Book of the Gospels stand** in the center of the altar.
6. Put the **tabernacle** key in the tabernacle.
7. **Prepare the following and place on Credence Table:**
  - a) Chalice with **purificator** and **corporal**
  - b) Common communion cups (4 at SH, HT & HG [4:15pm]), 6 at HG (9:30am)
  - c) **Lavabo dish** and towel
  - d) Water **cruet** filled with water
  - e) **Patens** (communion bowls – 3 at SH & HG, 4 at HT)
  - f) **Purificators** (4 at SH, HT & HG [4:15, pm], 6 at HG [9:30am])
  - g) Place the large paten (communion bowl) and the pitcher filled with wine on the “Gifts” table after the presider or deacon has filled them.
8. At SH put the Scrip box on the table in the sacristy.
9. At SH use the remote control to turn on the baptismal font fountain before Mass (after removing the cover).
10. **Fifteen minutes before the Mass begins, be in the sacristy and wait in quiet prayer** for instructions from the deacon or priest.
11. Ten minutes before Mass begins, **turn on the rest of the lights in the Church.**

## AFTER MASS:

12. Wash Sacred Vessels with soap and water.
13. Return Sacred Vessels and Tabernacle key to the cabinet and lock cabinet when finished.
14. **Turn off lights** (Including lights in the church basement and restrooms)...but leave on some lights in the church while people are hanging around visiting.
15. **Lock all doors** – make sure that all doors are secured (for instance where there are two center doors, both need to be secured by latching the one door and locking the dead bolt on the other door...and...make sure to lock the sacristy door at HG). Make sure the inside doors at the entrances to the church are closed.
16. After Sunday Mass, please make sure the extra bulletins have been placed at all the entrances of the Church.
17. At SH use the remote control to turn off the baptismal font fountain and cover font.
18. At times, sacristans may be asked to place items in the pews before Mass (i.e. pencils, ballots, prayer cards).
19. **THANK YOU for your service!**

## GLOSSARY

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<b>alb:</b>	the white clothing worn by servers, deacons, and priests during Mass.
<b>altar:</b>	the big table where Jesus becomes present to us when bread and wine are changed into his Body and Blood.
<b>chalice:</b>	a holy cup, used by the priest, that holds wine which will become Jesus' Blood.
<b>cincture:</b>	the cloth belt worn by a server around his/her alb.
<b>corporal:</b>	the square white cloth that the priest or deacon unfolds and places on the altar.
<b>credence table:</b>	the table that holds all the holy objects before they are brought to the altar. <i>These objects include: the main chalice, chalices, cruet(s), glass dish and towel, purificators, communion bowls, etc.</i>
<b>cruet:</b>	a small pitcher containing water or wine.
<b>Eucharist:</b>	the name for the Body and Blood of Jesus, also called "holy communion."
<b>genuflect:</b>	an action that shows respect and is done by briefly touching your right knee to the ground.
<b>lavabo dish:</b>	the dish used to purify the priests hands which recalls the Jewish High Priest who would purify his hands before offering the sin offering of the people.
<b>paten:</b>	the open dishes that contain the hosts.
<b>purificator:</b>	a rectangular cloth used to clean the main chalice and other chalices.
<b>Roman Missal:</b>	the large book that contains the Roman Catholic Mass prayers.
<b>sacristy:</b>	the room where the holy Mass supplies are kept.
<b>sanctuary:</b>	the area at the front of church. This word means "holy place."
<b>tabernacle:</b>	the gold box where the Body of Christ is stored to bring to the sick, dying, and homebound.