

Ministering Properly: A review of the new instructions

All ministers should arrive 10 -15 min. early to prepare

Altar Servers

Dress and then attend to setup before Mass. Check to see if the candles, towels and water are on the credence table. Take care to do these things if not already done.

Genuflect to the tabernacle when entering and leaving the sanctuary before and after Mass unless you are carrying a sacred vessel.

Do not bow to the altar if you are carrying the cross in procession.

Preparing the altar at the Offertory:

Place the Corporal forward on the altar and carefully unfold it (do not pick it up and shake it open). Leave enough room for the Sacramentary book to be placed on the altar cloth in front of the Corporal.

Place the Purificators, Communion Cups, Chalice and then Ciborium at the side in that order.

Lectors

Check the book for proper readings and confirm with Fr.

Review the readings and the Universal Prayers (ask if unsure of a pronunciation).

Please greet people quietly, with interior doors closed to not disturb those praying.

Do not bow to the altar when carrying the book. After Fr. bows enter the Sanctuary and place the book on the altar.

Each time you enter and leave the Sanctuary to read stop in front of the altar and make a reverent bow.

The Universal Prayers are read from the podium not the Ambo (St. Joseph only).

Eucharistic Ministers

Check in before Mass.

At the end of the 2nd. 'Lamb of God' (Agnus Dei) verse, quickly go to the front of the altar and bow as a group as soon as all ministers have arrived. Do not linger in front of the altar waiting to bow or after the bow. It helps to sit nearer the front and at the end of a pew on days that you serve.

Immediately after bowing proceed to the left side of the altar and stand in line with the Altar server (the first person needs to leave enough room for the other ministers to easily step up to the altar next to the server).

There is no need to move to the rear of the altar. You should receive your communion and vessel on the left side where you are waiting.

Do not bow while carrying communion – YOU ARE THE TABERNACLE OF GOD!

When your communion service is ended, replace your vessel on the Credence table wait for other servers to finish and proceed to the front of the altar and bow before returning to your pew.