



St. Maximilian Kolbe Parish

# Handbook for Liturgical Ministers

*“The most deadly poison of our times is indifference. And this happens, although the praise of God should know no limits.*

*“Let us strive, therefore, to praise Him  
to the greatest extent of our powers.”*

*-St. Maximilian Kolbe*

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## Introduction:

The document on the liturgy that was promulgated by the Second Vatican Council, *Sacrosanctum Concilium*, describes the Holy Sacrifice of the Mass as “the outstanding means whereby the faithful may express in their lives, and manifest to others, the mystery of Christ and the real nature of the true Church.” (SC, 2)

The liturgy is the source and summit of our lives as Catholics. All of our ministries, sacraments, and works as a Church flow from and are oriented toward the Eucharist. Through the liturgy, we are united to Christ’s sacrifice, glorifying God, and in turn we are sanctified through the words, music, actions and signs of the liturgy.<sup>1</sup> For these reasons, as liturgical ministers, it is our privilege and our responsibility to serve the liturgy, in any capacity, with solemnity, dignity, reverence, and joy; so that we may help others enter more fully into the celebration of the Mass.

That is the goal of this handbook and its guidelines, not only to provide direction, but to assist us in our efforts to glorify God and worship well together as His holy people.



## A Public Role

Participating in a particular role within the liturgy, such as server or lector, is an opportunity to be a witness for our faith. With that public witness comes a certain responsibility. Proper preparation and punctuality are therefore important, but it is of equal importance that those in public roles take on that responsibility with fidelity and integrity. Our roles in the liturgy are not merely ways by which we serve the community, but occasions through which we manifest and witness to our faith as individuals. Consequently, liturgical ministers are to strive to be faithful witnesses to our faith and to the truth of our Lord Jesus Christ in all aspects of their lives.

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<sup>1</sup> Elliott, Peter; *Ceremonies of the Liturgical Year*, p xi.

## Dress Code

*“In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation.”*

- Pope Emeritus Benedict XVI

Those who serve in the various roles at Mass assist in setting the tone and reflecting the high regard with which the Holy Sacrifice of the Mass should be held. It is important, therefore, that liturgical ministers dress in a fitting manner.

For Lectors, Cantors, and Extraordinary Ministers of Holy Communion, the dress code is as follows:

- Modest attire is expected.
- Men - a sport coat and tie or suit and tie, preferable.
- Women - a skirt/dress (No higher than the knee), or slacks are also acceptable.
- It would be much appreciated if all ministers could come to Mass dressed as if you were ready to substitute.

Respecting the solemnity of the Mass and the significance of your very public role in the liturgy, please do not wear the following:

- Tank tops, t-shirts, shorts
- Tight clothing
- Jeans
- Short skirts
- Sweatshirts and sweatpants
- Low-cut necklines
- Sleeveless dresses and blouses (without a cover-up)
- Flips flops or running shoes
- Bold or distracting logos
- Any clothing that would be a distraction for others

*\*Servers have a specific dress code that is detailed in the servers' guidelines section.*

While daily Masses do not normally have the same level of ceremony as Sunday Masses, they remain nonetheless the Holy Sacrifice of our Lord. Attire may be more relaxed, but should still reflect the dignity of the ministry being performed.

## Guidelines for Lectors:

### **A. Preparation**

1. Prepare readings in *Workbook for Lectors*.
2. Additional Resources:
  - a. <http://www.usccb.org/nab>
  - b. [www.catholic-resources.org/Lectionary/Links.htm](http://www.catholic-resources.org/Lectionary/Links.htm)
  - c. <http://www.netministries.org/resources/resource-pronunciation-guide>

### **B. Before Mass**

1. Please be at church at least **20 minutes** before Mass.
  - a. Reminder: 10 min prior to the start of Mass, if you are not present, someone else can take your place.
  - b. Sign in and check with the other lector. **You may have to do both readings in an emergency.**
2. Check at the ambo to see if the Lectionary is set to the correct page.
3. Lector 1 should set the microphone at the ambo since he or she is the first one to use it, and if there is no deacon, review the petitions.
4. Lector 2: Review announcements or any other special texts. Please read through prior to Mass. Any special texts are available for review at the sign in station in the work sacristy.
5. It's helpful to sit on either side of the main aisle or the section in front of music ministry in the first 3 or 4 pews.

### **C. Procedures for Mass:**

1. Announcements Before Mass - Second Lector
  - a. No less than five minutes before Mass, please be seated in the music area.
  - b. When the time for Mass arrives, and after having been given the nod by the music director, approach the cantor stand for the welcome and announcements.
  - c. Read the announcements clearly and with **enthusiasm**, pausing between announcements. After inviting the congregation to stand and join in the entrance hymn, please go to your seat, being careful not to cross the center aisle directly in front of the entrance procession.

2. Procession - IF THERE IS NO DEACON - and we are using the Book of the Gospels, Lector 1:

- a. Walk in the procession behind the servers, holding the Book of the Gospels aloft.
- b. At the steps, pause, and give a reverent nod to the tabernacle, and then proceed up the steps to the back of the altar.
- c. Place the open the Book of the Gospels upright in the center of the altar.
- d. When returning to your seat, stand at the bottom of the steps directly in front of the tabernacle and give a profound bow.

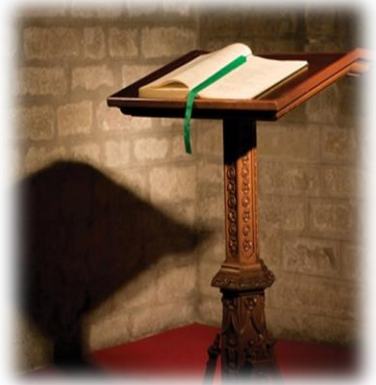
3. First Reading - **Lector One**

- a. When to leave your seat:
  1. If there is Children's Liturgy of the Word, start walking towards the ambo as the children are processing out: it is not necessary to wait until they leave to begin walking towards the sanctuary. In this way, the reading can begin as soon as all the children have left the church.
  2. If there is not Children's Liturgy of the Word, after the Collect, walk towards the bottom step directly in front of the tabernacle.
- b. Stop at the steps and make a "profound bow" (from the hips) toward the tabernacle. Proceed to the ambo, approaching from the left side.
- c. If necessary, adjust the microphone so it points to your chin. This allows for you to be most clearly heard and avoids "puff" from the plosive consonants.
- d. Proclaim the source and the rest of the reading clearly.
- e. Pause slightly after "A reading from..." and before "The Word of the Lord" (The "A" in "A reading from . . ." is pronounced with the schwa sound, /ə/, the same vowel sound we hear in the word "the".)
- f. At the end of the reading, out of courtesy, please turn the page if needed to the second reading for the next lector.
- g. It is not necessary to stand at the ambo for a momentary reflection after the reading. Please immediately return to your seat.
- h. When returning to your seat, stand once again at the bottom of the steps directly in front of the tabernacle and give a profound bow.

- i. If you are the only lector, simply sit down in a nearby pew or in the music area during the Responsorial Psalm.

#### 4. Second Reading- **Lector Two**

- a. Wait until the Responsorial Psalm has concluded, then **walk** deliberately towards the bottom step of the sanctuary platform.
- b. Stop at the steps and make a “profound bow” (from the hips) toward the altar. Go up to the ambo, approaching from the left side.
- c. Proclaim the source and the rest of the reading clearly (See notes on microphone and pronunciation above).
- d. If the Book of the Gospels is being used, close the Lectionary and place it on the shelf of the ambo in order to make room for the Book of the Gospels.
- e. If there is no Book of the Gospel being used, please turn the page to the Gospel reading.
- f. It is not necessary to stand at the ambo for reflection after the reading. Please immediately return to your seat.
- g. When returning to your seat, stand once again at the bottom of the steps directly in front of the tabernacle, give a profound bow, and return to your seat.



#### 5. After Mass - Second Lector

- a. Please return the Lectionary to the top of the ambo and open to the correct page with the first reading.
- b. After Mass, return the Book of Gospels, if it was used, to the vesting sacristy counter.

#### **D. IF THERE IS NO DEACON . . . First Lector - Universal Prayer**

1. The Universal Prayer consists of three parts: opening prayer by the presider, intercessions, and closing prayer by the presider.
2. When we start the final paragraph of the Creed (“*I believe in the Holy Spirit...*”), walk towards the bottom step of the sanctuary.
3. Stop at the steps and make a “profound bow” (from the hips) toward the tabernacle. Go up to the ambo.
4. After the presider finishes the introductory prayer, begin the intercessions.
5. Pause after each intercession.
6. Remain at the ambo until after the Prayer for Vocations.
7. When returning to your seat, stand once again at the bottom of the steps directly in front of the tabernacle, give a profound bow, and return to your seat.

#### **E. Daily Mass**

1. See the notes above for movements and procedures common to all lectors.
2. Unless otherwise indicated, the lector at daily Masses also reads the Responsorial Psalm for the day.
3. Begin the Psalm by directly reciting the antiphon from the Lectionary. It is not necessary to announce “The Responsorial Psalm is . . .”.

#### Guidelines for Cantors:

##### **A. Procedures for Mass:**

1. Before Mass: Please arrive no later than 20 minutes prior to Mass. 30 minutes is preferable to allow time for practice, final instructions and quiet prayer among the assembly.
2. At Mass:
  - a. After the first reading is proclaimed and the first lector reaches the main floor of the church, begin to walk to the bottom step of the sanctuary right next to the ambo.
  - b. Make a “profound bow” (from the hips) toward the tabernacle. Go to the ambo.
  - c. Adjust the microphone as needed and sing your heart out!
  - d. After the Responsorial Psalm has been sung, stand once again at the bottom of the steps next to the ambo, give a profound bow to the tabernacle, and return to your seat.



## Guidelines for Extraordinary Ministers of Holy Communion:

### A. Procedures for **Sunday Masses:**

1. Before Mass:
  - a. Please arrive at least twenty minutes before Mass.
  - b. Sign in at the EMHC kiosk station.
  - c. Identify your assignment for the Mass (C1, C2, P1, etc.). Please take a position where you are most needed, not your personal preference.
  - d. Mass Captains may start accepting substitutes immediately to ensure stations are filled prior to Mass.
  - e. Mass Captains will be able to answer any questions.
2. At Mass:
  - a. Stations are marked on the front of each section of pews in the church. There is a diagram at the ushers' table as well, for reference.
3. Assembling for Distribution: **Mass Captain, P1, C1, C2, C4, and C5**
  - a. After the Sign of Peace, the **Mass Captain, P1, C1, C2, C4, and C5** proceed to the base of the sanctuary as per usual.
  - b. Gather at the base of the steps with the other EMHC, and together make a profound bow. (C1 then retrieves the purificators from the credence table).
  - c. Go to your assigned places in the sanctuary.
  - d. When lined up in the sanctuary, **please be sure not to block direct access to the tabernacle**. In other words, the EMHC should be in a line, but no one should be standing directly in front of the tabernacle.
  - e. After receiving Holy Communion and the vessel with which you will distribute, proceed as follows:
    1. Captain and the other Host distributor, after receiving Holy Communion from the presider, go to the chalice minister to receive the Precious Blood.
    2. Then turn and receive the plates from the presider and proceed down to the other EMHC.
  - f. Distribute the Precious Blood to the altar serves as needed.
  - g. Four Chalice ministers make their way to either side of the main aisle, ready to distribute to other EMHC coming down the center aisle.

- h. After the remaining EMHC have received Holy Communion, proceed to your assigned location.

**4. Assembling for Distribution for the remaining EMHC:**

- a. After the Sign of Peace, assemble at the baptismal font.
- b. Those distributing the chalices should pick up a purificator.
- c. When those in the sanctuary have received Holy Communion, proceed down the aisle towards the sanctuary.
- d. After receiving Holy Communion, proceed to the steps of the sanctuary, bow and then enter into the sanctuary to receive the vessel. (Those distributing the Hosts may receive the Precious Blood from another EMHC before getting the paten.)
- e. Proceed to your assigned station.

**5. Guidelines for Distribution – Hosts:**

- a. As the communicant approaches, hold the Host aloft and say, only, “The Body of Christ”.
- b. After the communicant has responded “Amen”, the Host is placed on the tongue or on the hand as indicated by the recipient. *It is the communicant’s personal choice to receive according to either manner.*
- c. Communicants should not be denied Holy Communion because they kneel.
- d. FYI: “When receiving Holy Communion, the communicant bows his or her head before the Sacrament as a gesture of reverence and receives the Body of the Lord from the minister . . . When Holy Communion is received under both kinds, the sign of reverence is also made before receiving the Precious Blood.” (GIRM #160)
- e. EMHC are to refrain from using the names of individuals when distributing the Body and Blood of Christ. Such a practice, while meaningful to those whose names are known, could be hurtful to those whose names are not, thereby creating an expression of disunity at the very moment when the unity in Christ ought to be most visible.
- f. The Body of Christ is always ministered **to** the communicant. Communicants are not permitted to take the consecrated Host and communicate themselves, nor is intinction permitted (“dipping” the Host in the Precious Blood).

- g. If a Host should fall during distribution, the minister should pick the Host up without excessive display, place it in the communion vessel or on the corporal on the altar, and notify the presider. It is recommended to scan the area where the Host landed for any particles or pieces that may have broken off and should be picked up and placed in the paten.
- h. If someone who is not receiving Holy Communion comes up in the procession, please refrain from extending your hand, placing your hand on the heads of children or others, and do not make the Sign of the Cross on foreheads. The Sign of the Cross should be avoided since that blessing is imparted to all the faithful at the end of the liturgy.
- i. Instead, the EMHC should say “May God bless you” or “May you receive the Lord Jesus in your heart.”

6. Guidelines for Distribution – Chalices:

- a. The Chalice is offered to the communicant with the words, “The Blood of Christ,” to which the communicant responds, “Amen.”
- b. Generally, the communicant should hold the chalice firmly in both hands and drink from it. However, in the case of physical disability or frailty, the EHMC should be ready to assist in holding the chalice.
- c. After each person has received the Blood of Christ, the EHMC should wipe both sides of the rim of the chalice with a purificator and turn the chalice slightly before repeating the procedure for the next communicant.
- d. Any danger of spilling the Precious Blood should be carefully avoided. When walking with the chalice, **always cover with the purificator.** While it may be fitting, it is not necessary to cover the Chalice when standing still.



- e. If, by chance, the Precious Blood should spill, the area should immediately be covered with a purificator (The altar server should bring the spare purificator to you). The EMHC or the deacon may clean up the spill.
    - 1. Procedure for Cleaning up Spilt Precious Blood:
      - a. Place purificator over the spill.
      - b. Bring a bowl of water from work sacristy.
      - c. Dab the spill to sop up the Precious Blood.
      - d. Wash the area of the spill with water.
      - e. Pour the water down the sacrarium.
      - f. Place on the drying rack. The sacristan will later place the purificator with the other used purificators to be washed accordingly.
  - f. It is important to note that the purificator used to cover the spill should be left in place until the spill is attended to.
7. After the Distribution of Holy Communion – Host Distributors:
- a. Should those distributing the Host run out of Hosts, please do not break Hosts. Turn and face the altar until another distributor sees your need and comes with more Hosts.
  - b. If the Hosts have been depleted, the EHMC is to return that vessel to the work sacristy and place it in its assigned spot.
  - c. Ablution cups are available on the credence table and in the work sacristy for those who distributed the Hosts so as to purify their fingers. Simply dip the thumb and forefinger into the water and then wipe them on the purificator (Sacristans will empty those chalices and replace the purificators after Mass).
  - d. Remain in the vesting sacristy until other EMHC are present (See note below on leaving the sacristy).
  - e. If there are surplus Hosts in the paten:
    - 1. Bring them to the altar.
    - 2. Give the paten with extra Hosts to the priest. After receiving the empty vessel back from the priest, exit the sanctuary.
    - 3. Take the paten as usual to the sacristy.
  - f. Whenever possible, distributors should give their paten to another distributor so as to avoid congestion around the altar and in the work sacristy.
  - g. Reminder: Please **never** stack the patens.

- h. In order to diminish traffic in the church, those EMHC who have gone to the work sacristy, should wait there until the last EMHC returns the plate to the sacristy.
- i. Proceed from the sacristy as a group (as much as possible) to the base of the steps in front of the altar. Bow together and proceed to your seats.

8. After the Distribution of Holy Communion – **Chalice Distributors**

a. **If there is a surplus of the Precious Blood, please do not consume It.**

1. The reverence due the Precious Blood of the Lord demands that It be fully consumed after Communion is completed and never poured into the ground or the sacrarium. (Norms #55)
2. The *General Instruction of the Roman Missal* states the following: “Whatever may remain of the Blood of Christ is consumed at the altar by the **priest or the deacon** or the duly instituted acolyte who ministered the chalice. The same then purifies, wipes, and arranges the sacred vessels in the usual way.” (*GIRM*, 284)
3. Those distributing the Precious Blood should, therefore, **not consume** any remaining Precious Blood, but instead bring the chalice to the altar for the priest or deacon to consume.
4. Chalices with some remaining Precious Blood, along with the purificators, should be given to the presider/deacon or placed on the altar.
5. Empty chalices may be placed directly within the chalice tray with the purificator tucked within.
6. When all chalices are returned, two servers will take the trays to the work sacristy.



9. Distribution to the Music Ministers

- A. EMHC C5 distributes Holy Communion to the musicians and choir after their station is completed. One or two distributors of the Precious Blood should assist if available.

10. General Notes:

- a. Whenever an EMHC has completed distribution at his/her station, scan the church for any other station that may need help with distribution.
- b. Any EMHC carrying an unpurified Eucharistic vessel (paten or chalice) does not need to bow when entering the sanctuary.
- c. When returning to the church from the sacristy, if the presider/deacon is at the tabernacle reposing the Blessed Sacrament, it is customary to stop in place and then genuflect with the presider/deacon.
- d. During the Mass, no liturgical minister should walk behind the sanctuary along the back wall of the church (behind the  $\frac{1}{2}$  wall). If it is necessary to go from one side of the church to the other, walk through the Blessed Sacrament chapel or in front of the sanctuary area, always being attentive when crossing in front the tabernacle, of course.

**B. Guidelines for Extraordinary Ministers of Holy Communion at Daily Masses:**

1. After the Sign of Peace, proceed to the base of the sanctuary steps.
2. Make a profound bow and then proceed to your assigned place in the sanctuary, standing together in a line in front of the presider's chair.
3. When lined up in the sanctuary, **please be sure not to block direct access to the tabernacle**. In other words, no one should be standing directly in front of the tabernacle.
4. After the distribution of Holy Communion, bring the paten/chalices to the altar to be purified. There is no need to bow as you enter the sanctuary.
5. Place the chalice and purificator on the altar or give them to the presider. The presider/deacon will consume any excess Precious Blood.
6. Give the paten with extra Hosts to the priest.
7. Exit the sanctuary. At the base of the steps, turn and make a profound bow.



## **Guidelines for Altar Servers:**

### **A. Prior to Mass:**

1. Please arrive 15 minutes before Mass begins in order to vest and receive any particular instructions for the liturgy of the day.
2. Upon arrival, check in and vest with the alb and cincture.
3. Check with the presider if there are any special instructions for the Mass.
4. Close to Mass time, make sure that the processional candles are lit. (See special notes for thurifer in the Appendix).
5. Immediately before Mass begins, gather in the vesting sacristy for a prayer before Mass begins.

### **B. Altar Server Dress Code**

1. All servers are expected to wear "Sunday clothes" at the weekend Masses.
2. All servers should wear white shirts. Albs are made from lightweight material. What you wear under an alb will show through.
3. Servers are to wear dress pants, preferably of a dark color.
4. Dress shoes are to be worn. No open toed shoes, flip flops or gym shoes, please.
5. Dress code requirements that present undue hardship on a server or their family should be brought discreetly to the attention of Fr. Riehle so that accommodations may be made.
6. Servers should refrain from excessive or flashy jewelry or accessories.
7. Headbands and hair accessories should be dark solid colors.
8. Watches may be worn if they are not a distraction to the server or others. Watch alarms must be silenced.
9. Cell phones are not allowed while serving.
10. Albs can be stained by makeup. Makeup should never be applied so that it is distracting or so that it is heavy enough to stain vestments.



*The following pages contain a table with a walk-through guide for servers.*

	<u>Server 1</u>	<u>Crucifer</u>	<u>Server 2</u>
<b>Prior to Mass</b>	<ul style="list-style-type: none"> <li>- Close to Mass time, light the processional candles.</li> <li>- Immediately before Mass, gather in the vesting sacristy for a prayer.</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately before Mass, gather in the vesting sacristy for a prayer.</li> </ul>	<ul style="list-style-type: none"> <li>- Close to Mass time, light the processional candles.</li> <li>- Immediately before Mass, gather in the vesting sacristy for a prayer.</li> </ul>
<b>Entrance Procession</b>	<ul style="list-style-type: none"> <li>- With your candle, walk to the left of the crucifer.</li> <li>- In unison, slightly bow at the bottom of the steps.</li> <li>- Go to the candle stand and place the candle upon it.</li> <li>- Gather to the right of the altar, bow together, and return to server area. Remain standing, hands folded.</li> </ul>	<ul style="list-style-type: none"> <li>- With the candle bearers on either side, walk with the cross held straight and aloft, with the corpus facing forward.</li> <li>- In unison, slightly bow at the bottom of the steps.</li> <li>- Go to hang the cross on the wall near the exit door.</li> <li>- Go to your seat and remain standing.</li> </ul>	<ul style="list-style-type: none"> <li>- With your candle, walk to the right of the crucifer.</li> <li>- In unison, slightly bow at the bottom of the steps.</li> <li>- Go to the candle stand and place the candle upon it.</li> <li>- Gather to the right of the altar, bow together, and return to server area. Remain standing, hands folded.</li> </ul>
<b>Collect</b>		<ul style="list-style-type: none"> <li>- Towards the end of the Gloria, or after the Kyrie during Advent and Lent, bring the Missal to the priest at his chair.</li> <li>- Hold the Missal with your hands on the edge of the bottom corners and rest it against your chest.</li> <li>- When the prayer is finished, bow slightly to the presider, close the Missal, and return to your seat, placing the Missal back in its place.</li> </ul>	
<b>Preparation of the Altar</b>	<p>As the offertory begins, move in unison:</p> <ul style="list-style-type: none"> <li>- Bring chalice tray to the Joseph side of the altar.</li> <li>- Place the tray upon the altar.</li> <li>- Gather to the right of the altar, bow together, and return to server area.</li> <li>- When the deacon is ready, go with him to receive the gifts.</li> <li>- After the gifts have been handed over, bow to the gift bearers.</li> <li>- Go to the altar with the deacon and stand next to server with lavabo.</li> <li>- Pass the gift to the deacon when needed.</li> <li>- Remain in place as the priest washes his hands.</li> <li>- After the priest washes his hands, bow together and return to your chair.</li> </ul>	<p>As the offertory begins, move in unison:</p> <ul style="list-style-type: none"> <li>- Bring the priest's chalice and purificator and place on the altar.</li> <li>- Gather to the right of the altar, bow together, and return to server area.</li> <li>- Bring the Missal and stand and place them on the altar (If the Missal stand is too heavy, the deacon will retrieve it). <b>Fr. Ron does not use the Missal stand. Bring only the Missal.</b></li> <li>- When the other servers go to receive the gifts, take the lavabo, towel, and water cruet and stand in front of the deacon's chair.</li> <li>- When the priest approaches to wash his hands, you may step forward.</li> <li>- Pour water over the priest's fingers into the lavabo. After the priest washes his hands, bow together.</li> <li>- Place vessels on the credence table and return to your chair.</li> </ul>	<p>As the offertory begins, move in unison:</p> <ul style="list-style-type: none"> <li>- Bring chalice tray to the Mary side of the altar.</li> <li>- Place the tray upon the altar.</li> <li>- Gather to the right of the altar, bow together, and return to server area.</li> <li>- Assist in carrying either the Missal or Missal stand if necessary.</li> <li>- When the deacon is ready, go with him to receive the gifts.</li> <li>- After the gifts have been handed over, bow to the gift bearers.</li> <li>- Go to the altar with the deacon and stand next to server with lavabo.</li> <li>- Pass the gift to the deacon when needed.</li> <li>- Remain in place as the priest washes his hands.</li> <li>- After the priest washes his hands, bow together and return to your chair.</li> </ul>



<b>After the Sanctus . . .</b>	- Kneel on the cushions.	- Kneel on the cushions.	- Kneel on the cushions.
<b>During the Eucharistic Prayer</b>		<ul style="list-style-type: none"> <li>- At the epiclesis (when the priest puts his hands over the gifts), ring the Sanctus bells once.</li> <li>- At the elevation of the Host, ring the Sanctus bells three times.</li> <li>- At the elevation of the Chalice, ring the Sanctus bells three times.</li> <li>- After ringing the bells, be sure to gently place them down on the cushion.</li> </ul>	
<b>Sign of Peace</b>	<ul style="list-style-type: none"> <li>- Remove the Missal from the altar.</li> <li>- Gather together, bow to the altar, and return to the kneeling steps.</li> </ul>	<ul style="list-style-type: none"> <li>- Take the communion plates to the deacon.</li> <li>- Gather together, bow to the altar, and return to the kneeling steps.</li> <li>- After the priest/deacon have divided up the Hosts in the patens, take the large distribution paten from the altar.</li> </ul>	<ul style="list-style-type: none"> <li>- Remove the Missal stand (if used) from the altar.</li> <li>- Gather together, bow to the altar, and return to the kneeling steps.</li> </ul>
<b>Reception of Communion</b>	<ul style="list-style-type: none"> <li>- When the priest gives Holy Communion to the deacon, proceed into the sanctuary and join the line with the EMHC.</li> <li>- Receive our Lord and return to the kneeling steps.</li> </ul>	<ul style="list-style-type: none"> <li>- When the priest gives Holy Communion to the deacon, proceed into the sanctuary and join the line with the EMHC.</li> <li>- Receive our Lord and return to the kneeling steps.</li> </ul>	<ul style="list-style-type: none"> <li>- When the priest gives Holy Communion to the deacon, proceed into the sanctuary and join the line with the EMHC.</li> <li>- Receive our Lord and return to the kneeling steps.</li> </ul>
<b>During the Distribution Of Holy Communion</b>	<ul style="list-style-type: none"> <li>- Be attentive.</li> <li>- No need to remove the chalice trays at this time.</li> </ul>	<ul style="list-style-type: none"> <li>- Fr. Jim/Fr. Simon Peter Presiding: - leave the chalice, paten, pall and corporal upon the altar.</li> <li>- Fr. Ron Presiding: - Take the presider chalice to the sacristy.</li> </ul>	<ul style="list-style-type: none"> <li>- Be attentive.</li> <li>- When EMHC are finished, you may hold the doors to the sacristy for them.</li> </ul>
<b>Purification of the Vessels</b>  <b>(When Fr. Jim or Fr. Simon Peter are presiding)</b>	- Be attentive to the altar to see if the presider needs anything.	<ul style="list-style-type: none"> <li>- Fr. Jim/Fr. Simon Peter Presiding: When the presider returns to the altar, take the water cruet to the presider.</li> <li>- Pour water over his fingers into the chalice.</li> <li>- Bow and then take cruet to the sacristy.</li> <li>- When the presider has purified the chalice, go to the altar and take the chalice.</li> <li>- Bow to the altar and return the chalice to the sacristy.</li> <li>- Return to your chair.</li> </ul>	- Be attentive to the altar to see if the presider needs anything.

<b>After Communion Distribution</b>	<ul style="list-style-type: none"> <li>- Once all of the chalices are returned to the tray, retrieve the chalice tray from the altar. Gather together and bow to the altar.</li> <li>- Take the tray to the work sacristy and place it in its assigned place.</li> <li>- Return to your chair.</li> </ul>		<ul style="list-style-type: none"> <li>- Once all of the chalices are returned to the tray, retrieve the chalice tray from the altar. Gather together and bow to the altar.</li> <li>- Take the tray to the work sacristy and place it in its assigned place.</li> <li>- Return to your chair.</li> </ul>
<b>Tabernacle Etiquette</b>	<ul style="list-style-type: none"> <li>- If you are in the church when the deacon/priest reposes the Blessed Sacrament, genuflect with him.</li> </ul>	<ul style="list-style-type: none"> <li>- If you are in the church when the deacon/priest reposes the Blessed Sacrament, genuflect with him.</li> </ul>	<ul style="list-style-type: none"> <li>- If you are in the church when the deacon/priest reposes the Blessed Sacrament, genuflect with him.</li> </ul>
<b>Prayer After Communion</b>		<ul style="list-style-type: none"> <li>- When the priest stands and says, "Let us pray", bring the Missal to him at his chair.</li> <li>- Hold the Missal with your hands on the edge of the bottom corners and rest the Missal against your chest.</li> <li>- When the prayer is finished, bow slightly to the presider, close the Missal, and return to your seat, placing the Missal back in its place.</li> <li>- If there is a solemn blessing, the presider may ask you to remain near him.</li> </ul>	
<b>Closing Procession</b>	<ul style="list-style-type: none"> <li>- As the final hymn begins, retrieve your candle from the altar.</li> <li>- Go to the center aisle, in line with the first pews, and stand to the right of the crucifer, facing the altar.</li> <li>- When the clergy genuflect, bow your head.</li> <li>- Turn around and proceed at a casual pace up the aisle.</li> <li>- Note: At the discretion of the presider, a short prayer may be said.</li> <li>- Return your candle to its place by the ambry.</li> <li>- You may extinguish the candle.</li> </ul>	<ul style="list-style-type: none"> <li>- As the final hymn begins, retrieve the crucifix.</li> <li>- Go to the center aisle, in line with the first pews, and stand between the candle bearers facing the altar.</li> <li>- When the clergy genuflect, bow your head.</li> <li>- Turn around and proceed at a casual pace up the aisle.</li> <li>- Note: At the discretion of the presider, a short prayer may be said.</li> <li>- Return the crucifix to its place in the sacristy.</li> </ul>	<ul style="list-style-type: none"> <li>- As the final hymn begins, retrieve your candle from the altar.</li> <li>- Go to the center aisle, in line with the first pews, and stand to the left of the crucifer, facing the altar.</li> <li>- When the clergy genuflect, bow your head.</li> <li>- Turn around and proceed at a casual pace up the aisle.</li> <li>- Note: At the discretion of the presider, a short prayer may be said.</li> <li>- Return your candle to its place by the ambry.</li> <li>- You may extinguish the candle.</li> </ul>

C. General Notes to Remember:

1. The best server is an invisible server. People notice you. Therefore avoid unnecessary talking. While standing, keep hands folded in prayer position in front of your chest.
2. When processing, maintain a casual pace.
3. Any server carrying an object in procession (thurible, crucifix, candle, etc.) does not genuflect. If your hands are empty, you should genuflect. This rarely occurs.
4. When bringing the Missal or thurible to the presider, always cross in front of the chairs not behind.
5. When approaching the altar, it is best to move in pairs rather than one or another server going back and forth to the altar.
6. Whenever leaving the altar area, it is also important to move in unison. Servers should wait for all to complete their tasks, gather together on the Blessed Virgin Mary side of the altar, bow together to the altar, then proceed to your chairs.
7. Be attentive during the distribution of Holy Communion. If an EMHC signals you that some Precious Blood has spilled, take the extra purificator from the basket on the secondary credence table to the EMHC and place it over the spot where the Blood was spilled. Be sure to tell a deacon or the presider.
8. It is customary during the Mass, that a “bow of the head is made when the three Divine Persons are named together and at the names of Jesus, of the Blessed Virgin Mary, and of the Saint in whose honor Mass is being celebrated.” (*GIRM*, 275*a*) It is fitting that this bow be made by all liturgical ministers.



## Guidelines for Sacristans:

### A. Prior to Mass:

1. In the back of church, turn on the lights (Full Church #2).
2. At the Ushers' Table:
  - a. Check that there are enough purificators for the EMHC for at least one Mass.
  - b. Check that there are extra hosts in the container in case more are needed.
3. In the Sanctuary:
  - a. Light the candles at the ambo.
  - b. Check the tabernacle: Using the key hanging in the small closet (south wall) of the work sacristy, check how many ciboria are in the tabernacle and estimate the number of hosts. A ciborium will hold about 225 hosts.
  - c. Leave the key in the tabernacle for Mass.
4. For the Credence Table:
  - a. Use the vessel cabinet key hanging in the small closet (south wall) to open the drawers and cupboards containing the vessels and other items needed (see Credence Table Setup Diagram in the Appendix.)
  - b. Fill the appropriate number of chalices to be used at Mass with wine. So as to avoid spilling, **no chalice should be filled more than half way.**
  - c. Place the chalices in the chalice trays and move them to the credence table (Chalices may be filled at the credence table). (
  - d. Add a chalice if the "Include Me" group is present at noon Mass.
  - e. If a chalice needs to be removed because of attendance or not enough EMHC, place the chalice in the working sacristy to be used at the next Mass of the day, or after Mass carefully pour it back into the bottle.
  - f. Proper number of plates for distribution of consecrated hosts
    1. 15 for the 10 AM Mass
    2. 12 for all other Masses
    3. Add another if "Include Me" group is participating.
  - g. Presider's chalice (See the diagram in the Appendix).
    1. The presiders' chalices are kept in the safe. Therefore, the presider, a deacon, or the Music Director will open the safe before and after Mass. Consult the clergy calendar on the east wall to see which priest is presiding.

- h. Six purificators
  - 1. Four in back
  - 2. Two in front
- i. Lavabo bowl with towel and cruet filled with water.
- 5. Items to be placed on the secondary credence table:
  - a. An empty chalice tray in case several chalices must be returned to the sacristy.
  - b. An empty ciborium for surplus Hosts.
  - c. A basket with spare purificators.
- 6. Bread and Wine:
  - a. Consult the Liturgy Prep Sheet under the glass, for the approximate number of hosts needed and any other notes. Work with the deacon (or priest if no deacon is assisting) to determine how many hosts to be used based on the number of Hosts in the tabernacle. The goal is to have approximately 100 Hosts in the ciborium at the end of Mass. It is better to be a little over than to be short.
  - b. Put hosts into the large gold bowl (found in a top drawer on the east wall).
  - c. For Masses at which Fr. Ron presides, place a large 5 <sup>3</sup>/<sub>4</sub> inch presider host on top of the hosts for distribution. We will use these until they run out. Then all presiders will use the 2 <sup>3</sup>/<sub>4</sub> in hosts.
  - d. For Masses at which Fr. Jim and Fr. Simon Peter preside, place the smaller presider host, found in the green covered container, on the paten. (see diagram on “Presiders’ Chalice Preference” sheet.)
  - e. Pour wine into the cruet to be used for the offertory procession. Even though only a portion of this wine may be used a particular Mass, it is appropriate to fill the cruet about halfway. The deacon or presider will pour the fitting amount into the presider’s chalice. It is okay if wine remains in the cruet for later Masses.
  - f. Take the cruet of wine and the bowl of unconsecrated hosts to the ushers’ table in the back of church.
- 7. While in the back of church:
  - a. Connect with the EMHC Captain. Let the head EMHC know the number of plates and chalices set out so that they can remove any vessels that they don't have a minister for once they have completed the sign-in for ministers.



B. After Mass starts - During the homily or before:

1. Using the extra container of hosts in the back, adjust the host count as needed based on actual attendance. The ushers can help with the attendance estimate.

C. After Mass:

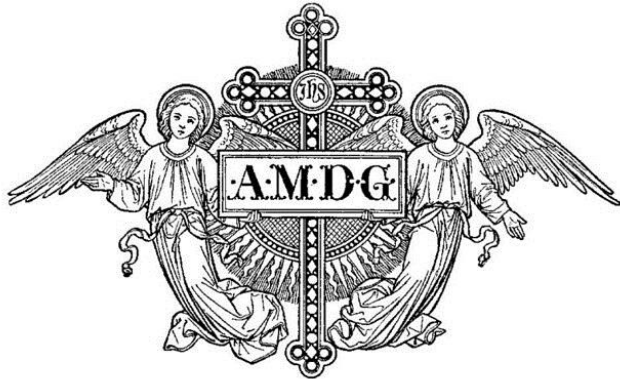
1. After the last Mass of the day, usually Noon Mass, empty the four ablution cups into the sacrarium, refill them with water, and replace them (at the tabernacle, credence table, work sacristy and Blessed Sacrament Chapel tabernacle).
2. Replace the purificators by the ablution cups as well.
3. If the spare ciborium is not used, return it to the cabinet in the work sacristy.
4. Attend to any follow-up needed.
5. After each Mass, please check the state of the corporal.
  - a. If there are any particles of Hosts, carefully fold the corporal and gently unfold it over the sacrarium, then return it to the altar.
  - b. If there are wine/Precious Blood stains or any other stains, then the corporal should be replaced with a clean one from the drawer.

Note for Daily Masses:

- The presider's chalice and the two other chalices are filled prior to mass. The distribution chalices should never be more than half filled. The presider's chalice should have enough for the presider.

**Conclusion**

All for the greater glory of God! Thank you for your willingness to volunteer to serve our Lord and His people here at St. Maximilian Kolbe Parish. God bless you.



# APPENDIX

## THURIFER ROLE

### A. Terms and Background Information

1. **Incense:** small grains of minerals that, when combined with a hot coal, produce smoke and pleasant aroma. It is used in liturgies for the sake of solemnity.
2. **Thurifer:** the server in charge of the thurible and boat; ordinarily, this minister has only these duties and focus when serving at Mass; an additional chair is normally added to sit with the other servers; participate in Mass as usual except for when ministering the incense. The thurifer vests in an alb like the other servers.
3. **Thurible:** the metal censor attached to a chain. This is very hot when the coal inside is lit. The top has a rubber handle on it to lift up to add incense or more coal. It stays cool.
4. **Boat:** the small metal bowl that holds the incense. Make sure the spoon is with it.

### B. How to carry the boat and the thurible:

1. With your dominant hand, hold the thurible halfway up the chain so it can swing gently. In the other hand, hold the boat with the top of the chain from the Thurible underneath it. Normally, anytime you walk with the thurible, you will also be holding the boat.
- C. The priest will almost always add incense to the thurible before incensing, so always bring the boat with you. Grabbing the rubber handle, carefully lift the lid of the thurible for the priest so he can add grains of incense.
- D. There are three specific times when incensing normally occurs: Entrance Procession, Gospel Procession, and Preparation Rite. Incense is used here for added solemnity, and to help affirm Christ's presence in the Word proclaimed, the assembly gathered, the ministry of the priest, and the bread and wine. See below for details about when and how incense is used.
- E. Gently swinging the thurible while standing or walking helps keep the incense smoking and prevents the coal from going out.

### Prior to Mass

- F. In the work sacristy, light the coal in the thurible 10 minutes before Mass using a lighter. Blowing on the coal or gently swinging the thurible will help provide oxygen for it to light. Take the boat and the thurible with you and carefully carry it to the back of church to join the procession as Mass begins.
- G. Make sure an additional coal and a lighter are conveniently located (on a small table behind the half-wall near the servers chairs is a good place.)

### **Entrance Procession**

- H. The thurifer normally leads a liturgical procession; the priest will normally add incense, and then the thurible leads the procession to the sanctuary. Gently swing the thurible forward and backward as you walk when possible.
- I. When you reach the steps to the sanctuary, pause to bow your head slightly (as you are carrying something and cannot bow from the waist) and go up immediately to the incense spot and wait for the other ministers.
- J. After venerating the altar with a kiss, the priest will turn to you, add incense, and then incense the altar and cross. You remain standing at the incense spot, with the boat, until he finishes. Then, take the thurible from him, walk to the stand, placing both thurible and boat on the stand.

### **Gospel Procession**

- At the end of the 2<sup>nd</sup> reading, when the lector acclaims “The Word of the Lord”, go to the incense stand. Make sure the coal is still burning, and take the boat. Remain standing there as the lector returns to his/her seat and there is a period of silent prayer.
- When the introduction to the Gospel Acclamation begins, take the thurible and boat to the priest. While sitting at the chair, he will add incense. After he does so, go to the incense spot and wait.
- The deacon will then receive a blessing from the presider, and then will lift the Gospel Book off of the altar. The deacon and servers will process to the ambo; you can remain on the incense spot, but turn toward the ambo.



- After greeting the people, the deacon will come to you and take the thurible to incense the gospel at ambo – he will not add any incense. Stay on your spot, facing the ambo.
- During the Gospel reading, stay on your spot, listening to the Gospel proclamation, and gently swing the thurible, without being a distraction from the reading.
- As soon as the Gospel is concluded, return the thurible and boat to the stand and go to your chair.

### **Checking the Thurible**

- After the homily, as the Profession of Faith or sacramental rite is taking place, you may need to add an additional coal if the first coal has burnt out completely, or is completely smothered with burnt incense, or will not burn properly. Discreetly, light as needed, and prepare the thurible for use during the Preparation Rite.

### **Preparation Rite**

- After the gifts are brought forward, when the priest goes to the altar to accept the bread and wine and offer the silent prayers, get the thurible and boat and go to the incense spot.
- After the prayers, the priest will bow to the altar, and turn to you; the priest will then add incense, take the thurible and incense the altar, the cross, and the gifts; as he returns to the altar, the priest will hand the thurible to the deacon, who will then incense the priest and the people. IF THERE IS NO DEACON, you will do this.
- Afterwards, the deacon will return the thurible to you and you will return it and the boat to the stand, and you will return to your seat.

### **The Remainder of Mass and After Mass**

- In the procession out at the end, the thurifer again leads. You may add incense here to produce smoke.

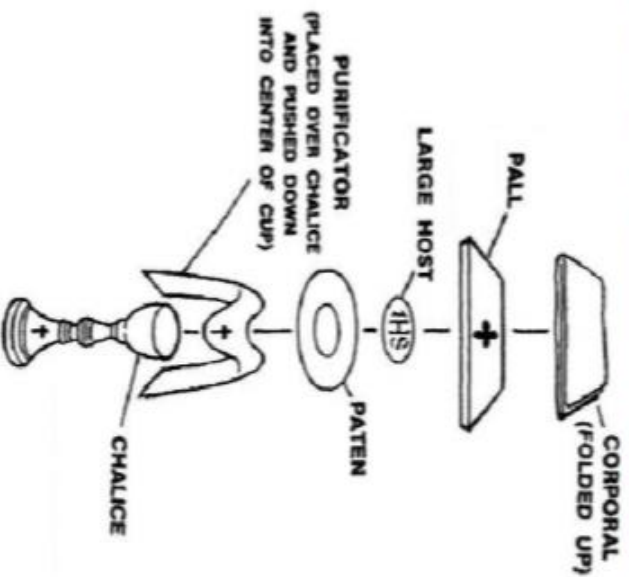
- After processing out of the church, empty the coals safely and put the thurible and boat away (or back on the stand if incense is to be used at a later Mass).

## President's Chalice Preferences

Fr. Riehle



Fr. Piepmeyer



Carry with two hands.



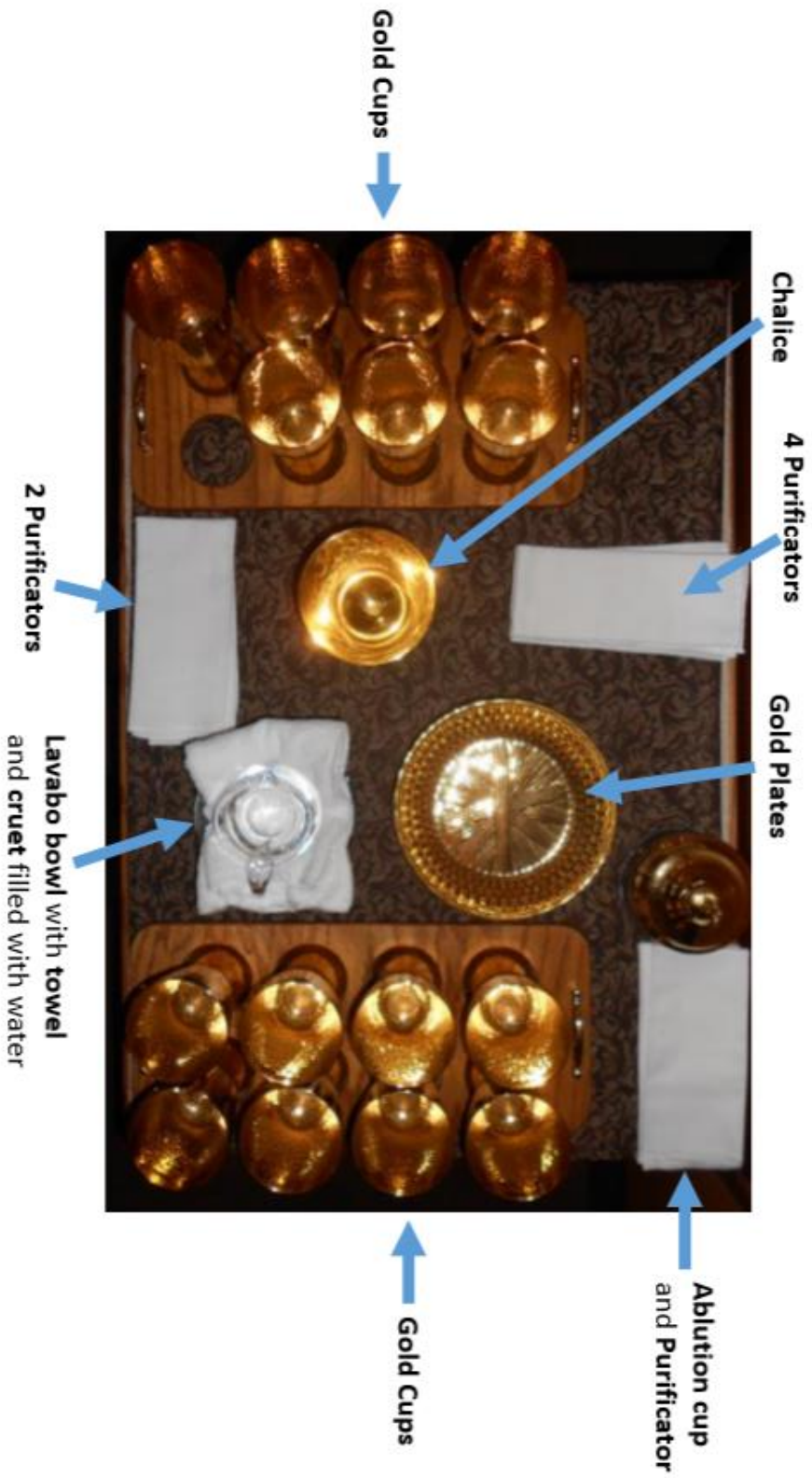
Fr. Wankya



Guests



## Credence Table



Credence Tables



Sunday Wine Level

