

Thank you for volunteering to serve in a ministry at Mass! Please remember that you represent our parish in your liturgical role. Your attire, reverence, and friendliness help make Mass welcoming and prayerful for everyone. Father has asked that all liturgical ministers refrain from wearing shorts, jeans and athletic clothes when serving in a ministry at Mass.

Sacristan

The sacristan is a lay person who “diligently arranges things that are necessary for the celebration of Mass.” He or she should be aware of the complexities of the liturgical actions, as well as those of special Masses or those of greater solemnity, so as to make appropriate provisions.

Sacristans should arrive at least 30 minutes prior to Mass. A checklist of tasks is provided in the sacristy for reference.

1. Unlock the doors and turn on the lights and sound system.
2. Set up the altar in preparation for Mass.
3. If there is a visiting priest, answer any questions he may have.
4. After Mass clean up the altar, turn off the lights and sound system, and lock all the doors.

Altar Server

The Altar Server ministry is open to boys and girls, fourth grade or older, who have made their First Holy Communion. We welcome and train servers for all regular Masses, Holy Days, and special liturgies. They assist the priest at Mass and learn about the liturgy.

Holy Family uses three servers for most Masses. Servers should arrive at least ten minutes before Mass to prepare for Mass and prayer in the sacristy.

Usher

All adults and youth who are Confirmed and in good standing with the Catholic Church may serve in this ministry. Ushers greet the parishioners as they enter the church and may assist them in finding a seat, especially at Masses where the size of the congregation nears or exceeds the seating capacity of the church. They also help with the collection.

Ushers should arrive at least 15 minutes prior to Mass.

1. You are welcome to join all ministers for prayer approximately 10 minutes before Mass.
2. Close the double doors after the opening procession.
3. Stay in the back of church until the Gospel and help people find seats if necessary.
4. During the Creed, go to the back of church to pass out the collection baskets. Monitor the collection and put all of the money in the large basket by the table.
5. Help the gift bearers if needed. If no one comes back to take up the gifts, you can ask a nearby family or the ushers can bring up the gifts.
6. At Masses where there are many out-of-town visitors, help the people in the back of church get started with Communion.
7. During the closing song, go back and open the double doors for Father and the servers.

Greeter/Hospitality

These adults and youth greet people as they enter Church and give them a parish bulletin. This is a wonderful ministry for a family.

Greeters should arrive at least 15 minutes prior to Mass.

1. Welcome people as they enter the church.
2. Pass out bulletins.

Offertory Gifts

All parishioners, individuals or families are encouraged to become more fully involved in the Mass by presenting the gifts of bread, wine, and the collection to the priest at offertory time. Anniversaries, birthdays, or special occasions are great times to offer to be a gift bearer. This, too, is a wonderful ministry for a family.

Lector/Commentator

All adults and youth who are Confirmed and in good standing with the Catholic Church may serve in this ministry.

Lectors serve the needs of the Eucharistic Assembly by proclaiming the Word of God at Masses. This ministry demands far more than the ability to read well in public. These readers proclaim the Word of God that strengthens the faith of God's people. Readings should be pronounced in a loud, clear voice. The Liturgy of the Word is to be celebrated in such a way as to favor meditation, and so any kind of haste that hinders recollection should be avoided. Lectors and commentators should practice the readings prior to arriving for the Mass. Readings can be found through links on the Holy Family website and the ministry portal.

Lectors and commentators should arrive at least 15 minutes prior to Mass and check the ambo for readings, prayers of the faithful, and announcements. If there are words you do not know how to pronounce, talk to the priest. They should meet in the sacristy for a group prayer.

Lector

- Carries the book of Gospels in during the opening procession
- Places the book in the stand on the altar.
- Sits behind the ambo along with the commentator
- Reads the First Reading - approach the ambo when the congregation sits after the opening prayer
- Reads the Prayers of the Faithful after the Creed and a prayer by the priest.
- After the Prayers of the Faithful, you may sit with your family in the pew or you may stay in the front for the Liturgy of the Eucharist.
- The Lector does not take part in the final procession.

Commentator

- Sits behind ambo until Mass begins.
- Watch for a signal from Father to begin Mass.
- Read the welcome before the opening song.
- Read the Second Reading. After you finish, you may sit behind the ambo or in a pew with your family.
- Read the announcements. After Communion, Father will read a prayer, you will read the announcements after that prayer and then Father will give the final blessing.

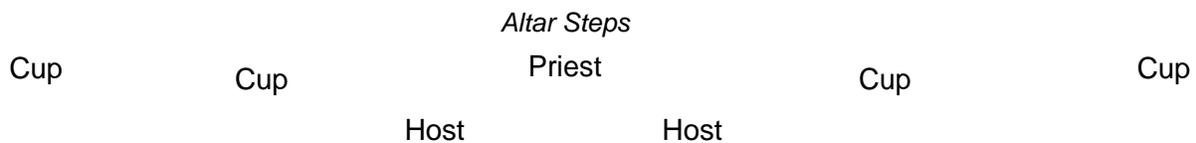
NOTE: Read only what is written for the welcome, readings, prayers of the faithful, and announcements. Readers should not add their own comments or opinions.

Eucharistic Ministers

Eucharistic Ministers help distribute the Body and Blood of Christ during Communion at Mass. All adults and youth who are Confirmed, at least 16 years old, and in good standing with the Catholic Church may serve as Eucharistic Ministers at Mass or take Communion to the homebound. All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine.

Holy Family uses six Eucharistic Ministers at each Mass. Two ministers help the priest distribute the Body of Christ and four ministers distribute the Blood of Christ.
Eucharistic Ministers should arrive at least 15 minutes before Mass.

1. Meet in the sacristy for prayer about 10 minutes before Mass.
2. You can sit in the pew with your family for most of Mass.
3. During the Lamb of God prayer assemble around the altar. Hand sanitizer is located on the east side of the altar.
4. The six ministers stand behind the altar and in front of the tabernacle.
5. Father will distribute Hosts to ministers. He will then hand each minister a cup and purificator or a ciborium with Hosts. The cup ministers should make sure all on the altar are offered the Blessed Sacrament.
6. Take your places at the front of the sanctuary.



Distribution of Communion

- Lift the Host or cup before the eyes of the communicant and say, "The Body of Christ," or "The Blood of Christ." Speak loudly and clearly enough to be heard and understood.
 - Gently place the Host in the hand or on the tongue.
 - Wipe the inside and outside of the chalice with a new section of the purificator and turn the chalice between communicants.
 - If an adult or child comes forward with arms crossed, place your hand on their forehead and say "May God bless you."
7. Before you return to the altar, take Communion to any parishioners who are not able to come up themselves.
 8. Return all vessels to the right side of the altar. If you are a cup minister, consume the Precious Blood. If you cannot do that, ask another minister to help you.
 9. Wait until Father has returned the unused Hosts to the tabernacle, bow with the other ministers and then return to your pew.

A few notes from the United States Conference of Catholic Bishops

- The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ." No other words or names should be added; and the formula should not be edited in any way.
- If the Eucharistic bread or some particle of it falls, it should be picked up reverently by the minister. The consecrated bread may be consumed or completely dissolved in water before being poured down the sacrarium.
- If the consecrated wine is spilled from the chalice, the area should be washed and the water poured into the sacrarium. During Communion, cover the spill with a cloth and make sure that no one steps on it.

Based upon Roman Missal Formational Materials provided by the Secretariat for the Liturgy of the United States Conference of Catholic Bishops, 2010."