

Flow of Mass for Extraordinary Ministers of Holy Communion:

Mass Part:	Actions:	Cue:
Before Mass:	<p>At the Masses you are assigned to, please be here no later than 15 minutes before Mass. Go to the vestibule and sign-in.</p> <p>If you are the minister in the #1 slot, you are the captain for that Mass. You will be responsible for ensuring that the other 6 EM's, the lector, and commentator are accounted for.</p> <p>If you are not assigned to that Mass, check-in with the captain to see if slots need to be filled.</p>	
Sign of Peace:	<p>After giving your family the sign of peace, go to the steps of the altar. The locations are identified on the attached diagram.¹ After the celebrant has consumed from the chalice, all ministers ascend to their spots around the altar.</p> <p>If you are not assigned to a given Mass that you are attending, pay attention to how many ministers go up at this point. If we are short, please volunteer to assist.</p>	<p>“Let us offer each other the sign of peace.”</p>
Communion:	<p>The celebrant will distribute the host to each of you. He will bring the chalice to the 5 position. #5 will distribute the chalice to the other bread ministers and the altar servers. This position will often be taken by an acolyte. The Celebrant will then distribute the chalices to proper ministers. The celebrant will then hand the plates to their proper ministers. You should never have to retrieve a vessel from the altar itself.</p> <p>Once everyone has their vessel, all will go to their assigned spots. 3,4, and 6 will need to cross the sanctuary to get to their spots. Please do not cross on the ground level as this adds some confusion and risks dropping the Eucharist.</p> <p>In distributing communion, you invite the person to receive the Eucharist with “The Body of Christ” or “The Blood of Christ” respectively. If someone approaches for a blessing, you are to pray for them without touching their head or shoulder or the blessing motion.</p> <p>If your chalice should run out, you may return it to the credence table or cover it with the purificators or remain where you are. If you should run low on hosts, the celebrant's ciborium as well as the one from the tabernacle should have extra hosts.</p>	

¹ GIRM, Norms for the Distribution of Holy Communion under Both Kinds #38.

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Communion:	<p>If host is dropped, pick it up and hold it apart from the rest for the remainder of communion. You may consume that host or let the celebrant know, and he will take care of it. If the Precious Blood should spill. Stand in front of the spill, after communion is finished, try to pick up as much of the spill as you can with the purificator. After Mass, you may return to clean the spill with a fresh purificator and water for either incident.</p>	
After communion:	<p>The host ministers return their vessels to the Altar so that the celebrant may arrange them for the tabernacle. The celebrant will hand them the empty vessels to place on the credence table. They then cleanse their fingers in the bowl to the right of the tabernacle and dry them with the purificators there.</p> <p>The Chalice ministers return their empty chalices to the credence. If you cannot consume the remaining precious blood, you may ask another minister for assistance.</p>	
After Mass:	<p>After Mass, the ministers should assist the acolyte by taking the vessels that he has already purified to the sacristy for cleaning. If the altar is not being set-up for another Mass, everything should be removed from the credence table. If you are setting up for another Mass, everything needed for that Mass should be put out.</p> <p>In cleaning the vessels after Mass in the sacristy, only a modest amount of water is needed and a little soap. Using too much water can rust the hollow inside of the chalices, and too much soap can damage the gold plating. As a rule of thumb, be gentle.</p> <p>The dry purificators from the previous Mass should be placed in the wash bag. The purificators should be rinsed in the sacrarium and then sprayed with cleaner on stains and then hung on rack to dry.</p>	
Absent:	<p>It is each minister's responsibility to be at the Mass they are assigned to or to find a replacement for themselves. The quarterly calendar has contact numbers for all ministers. When we are looking for ministers or short, it looks like we do not care.</p>	

Flow of Mass for Lectors

Mass Part:	Actions:	Cue:
Before Mass:	<p>At the Masses you are assigned to, please be here no later than 15 minutes before Mass. Go to the vestibule and sign-in.</p> <p>If the book of the Gospels is still on the Ambo 5 minutes before Mass, it is likely that the Lector is absent. Please check with the Captain for that Mass and offer to be Lector.</p>	
Procession:	<p>At Mass when we do not have a deacon, the Lector processes with the Book of the Gospels. The lector walks behind the altar servers but in front of the celebrant carrying the book at shoulder level. The Book of the Gospels is placed flat on the altar.</p> <p>The procession with the Book of the Gospels is optional; Mass may begin with it on the altar.</p>	
The First Reading:	<p>After the opening prayer or after children’s liturgy is dismissed, the lector goes to the ambo to read the first reading. It is important to have familiarized yourself with the readings before Mass. The reading begins with the introduction “a reading from the ...” It does not need to be introduced with “the first reading is...”</p> <p>The readings should be read with a projected voice as if there was no microphone to assist you. If needed, adjust the mic at its joints so that it is aimed at your mouth, but not too close. This prevents popping on certain sounds or picking up our breathing while still being able to hear you clearly.</p>	Opening prayer or dismissal of Children’s liturgy
Responsorial Psalm:	<p>Ordinarily the psalm will be sung by the choir or a cantor. You may return to your seat, sit behind the altar servers, or remain standing at the ambo. Also the choir may wish to sing from the ambo, please allow them to get at it.</p> <p>On the rare occurrence that a choir or cantor is not present, the lector will recite the responsorial psalm. It begins by saying the antiphon. It does not need to be introduced with “the responsorial psalm...”</p>	
The Second Reading:	<p>After the responsorial psalm is completed the lector reads the second reading. After the second reading is complete, the lector closes the lectionary and places it inside the ambo.</p>	
Absent:	<p>It is each minister’s responsibility to be at the Mass they are assigned to or to find a replacement for themselves. The quarterly calendar has contact numbers for all ministers. When we are looking for ministers or short, it looks like we do not care.</p>	

Flow of Mass for Commentators

Mass Part:	Actions:	Cue:
Before Mass:	<p>At the Masses you are assigned to, please be here no later than 15 minutes before Mass. Go to the vestibule and sign-in. Check-in with the celebrant to see if there are any additional announcements inserted for that Mass.</p> <p>Please be attentive even at Masses you are not assigned to so that if the commentator has not shown up you can volunteer for that ministry.</p>	
Commentary at the Beginning of Mass:	<p>The commentary that begins our Masses should be read 3-4 minutes before the time for Mass. It should be read in such a way that it is inviting. It concludes with the invitation to sing the gathering hymn.</p> <p>The commentary should be read with a projected voice as if there was no microphone to assist you. If needed, adjust the mic at its joints so that it is aimed at your mouth, but not too close. This prevents popping on certain sounds or picking up our breathing while still being able to hear you clearly.</p>	
Children's Liturgy:	<p>At the 10:30 Mass, the commentator invites the children in attendance to come forward for children's liturgy.</p>	<p>After the opening prayer.</p>
The Prayers of the Faithful:	<p>At a Mass where a deacon is present, he will read the prayers of the faithful.</p> <p>The Commentator reads the prayers of the faithful after the Creed. Please remain standing at the lectern until the celebrant finishes the concluding prayer. You will then introduce the collection and the offertory hymn.</p>	<p>The Creed is finishing and the prayers of the faithful are begun.</p>
Absent:	<p>It is each minister's responsibility to be at the Mass they are assigned to or to find a replacement for themselves. The quarterly calendar has contact numbers for all ministers. When we are looking for ministers or short, it looks like we do not care.</p>	

Flow of the Mass for Ushers

Mass Part:	Actions:	Cue:
Before Mass:	<p>At the Masses that you intend to usher for, please be here no later than 15 minutes before Mass.</p> <p>Ensure that all of the lights in the church are on including the alcove and the sacraments stained glass. This may change for the seasons of Advent, Christmas, Lent, or Easter.</p> <p>Ensure that the church is comfortable. Ordinarily the air conditioners by the sacristy and the new confessional are set to 72 and the two by the vestibule are set to 76ish. If it is humid, you may need to lower the AC for a little while to dry the air out. If people are fanning themselves, you also may need to lower the AC. Because of the lights and the vestments, the celebrant often gets hot during the liturgy, the AC by the new confessional and the sacristy should always be on and never turned up. If the celebrant begins to wipe his head, you may need to turn these units down a degree or two.</p> <p>Ensure that the family center is unlocked, with some lights on, and either some fans or the AC on. The key is on the table in the vestibule.</p> <p>Make sure that you have everything that you need for the Mass: baskets, bags, and counters if that is required.</p> <p>Open the doors for people and greet them. You may need to help them find seats as the church fills.</p>	
The Gifts:	<p>The ushers select the family that will bring up the gifts. When the Prayers of the faithful are completed, gather the family and send them up with the cross. Once the celebrant goes down they bring up the gifts.</p>	The Prayers of the faithful.
The Collection:	<p>At the same time, start passing the collection. Depending on the number of ushers available the baskets are distributed at the beginning of each section of pews. On the largest section of pews, a second basket is sent. The number of baskets will also depend on the number of people at the Mass. After the collection is passed, an usher will bring the collection down the right aisle and place it in the sanctuary near the altar.</p>	After the gifts.

Mass Part:	Actions:	Cue:
Communion:	At larger Masses, it may be helpful for the ushers to direct the people going to communion. The two sticking points have to do with people starting the confessional side line at the very beginning of communion and the crossover of the side pews before the back middle pews. At smaller Masses, this will be much simpler.	
Mass Count:	Twice a year the diocese requires a Mass count. This can be done at any time during the Mass, but some find it easiest to do at the time of communion. The Pastor/Administrator may also call for a Mass count from time to time.	
Second Collections:	On weekends where there is a second collection, it should be passed the ciborium is placed in the tabernacle.	
After Mass:	After a suitable number of faithful have left the church, the ushers begin to shut down the church. This will depend on the particular Mass.	
4PM Vigil: 6PM Sunday:	After these Masses, the church will be locked for the day. There is a hex key as well as a key to the family center in the table in the vestibule. There is a second hex key on top of the cabinet by the side door. Turn off the lights, air, fans, and lock the door to the family center. Use the hex key to lock the 6 back doors to the church. Be aware that 3 of the doors don't fully close on their own and will need to be pulled closed after everyone has left the church. The AC's are turned off. The side door is locked when most people have left. All lights in the church should be turned off. The celebrant will turn off most of the main lights and lock the back door. Turn off the remaining lights including the alcove and the in-between the two confessionals and the sacraments stained glass on the school side. Ensure that the candles are extinguished.	
8AM:	Everything remains on for the 10:30 Mass except the candles should be extinguished.	
10:30 AM:	After this Mass the church will be unoccupied for several hours. The AC's are turned off. The Family Center should be closed and the everything turned off. All lights and candles should be extinguished. However, the church remains unlocked.	