

Liturgical Ministry Training Summary Guide

Detail Training Summary Guide – is on our website (September 11/12, 2010)

Lector (L)

- 1) Dress Appropriate (Sunday Best).
- 2) Arrive 15 minutes before scheduled Mass
- 3) Check in with SCN or **P**.
- 4) Process in with BOG **if** no **D** (do not enter the **S**); stop at the floor level next to first step; stand and wait to bow.
- 5) When **D** is present **L** stands at bottom stairs to **S** and wait for **D** to place **BOG** on **A**.
- 6) **L** bows at the same time as **P & D**. **L** returns to seat close to the **S** (suggest **BVM** side).
- 7) Walk up at the middle of Opening Prayer, bow at the bottom stair of **S** & go to Ambo.
- 8) Stand at Ambo and Read 1st Reading.
- 9) REFLECTION-At the end of each reading there should be a 5 -7 second delay and then “The word of the Lord”. Thanks be to God.
- 10) Sit in **S** while **CA** leads the Responsorial Psalm. The Responsorial Psalm is read at the Ambo by **L** if not sung.
- 11) Stand and read the 2nd Reading.
- 12) Remember - REFLECTION-At the end of each reading there should be a 5 -7 second delay and then “The word of the Lord”. Thanks be to God
- 13) Place Lectionary on lower shelf of Ambo
- 14) During the singing of the Alleluia! Alleluia! Return to your seat.
- 15) Walk to the bottom step of the **S** and bow. Return to seat.
- 16) In order to prepare the Prayers of the Faithful notebook, in a timely manner please start your way up to the Ambo in the **S** half way through the Creed; go to the bottom stair, bow, then to the Ambo.
- 17) Read the Prayers of the Faithful (Mark page for easy access).
- 18) When finished place notebook on lower shelf of Ambo
- 19) Go to the bottom of the stairs of the **S** bow and return to your seat.
- 20) At the end of Mass, our **L** does not process out with the **AS, D & P**.

Legend: **A**-Altar, **AS**-Altar Servers, **BOG**-Book of Gospels, **BVM** Blessed Virgin Mary, **C**-Commentator, **CC**-Celebrant Chalice/Paten, **CA**-Cantor/Psalmist, **CH**-Choir, **CT**-Credence Table, **D**-Deacon, **EM**-Extraordinary Min. of Holy Comm., **EMC**-EM of Chalice, **EMH**- EM of Host, **EML**-EM Lead, **SJ** – St. Joseph, **L**-Lector, **P**-Priest Celebrant, **S**-Sanctuary, **S1, S2, S3, S4**-Altar Server Stations, **SAC**-Sacramentary, **SCN**- Sacristan, **T**-Tabernacle

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Commentator (C)

- 1) Dress Appropriate (Sunday Best).
- 2) Arrive 15 minutes before scheduled Mass.
- 3) Check in with **SCN** or **P**.
- 4) 5 minutes before Mass begins, walk to Chair next to Lectern from the side chapel and be seated.
- 5) Wait for Sign to begin Mass.
- 6) Before Mass Announcements, greet the congregation.
- 7) **C** during the procession/opening song **C** returns to the bottom stair in **S**, bow and return to your seat (**SJ side**).
- 8) After you receive Communion, bow at the bottom stair of the **S**, go to the chair next to the Lectern (kneel or sit) and wait for a sign from the **P** to begin closing announcements.
- 9) Stay standing through the closing prayer and Recessional Song.
- 10) Our **C** does not process out with **AS, D & P**. Do not leave until the **P** has entered the Vestibule (entrance to Church) or the completion of the Closing Song (Please leave through the Side Chapel or Sacristy back door).

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Extraordinary Ministers of Holy Communion (EMH & EMC)

- 1) Dress Appropriate (Sunday Best)
- 2) Take Card (offertory table) Recycle in offertory basket.
- 3) After peace be with you approach the bottom of the **S**, (Chalice on **BVM** & Host on **SJ**) wait at bottom step leaving an opening space for congregation to see **A** (see diagram).
- 4) After **P** receives Host & Precious Blood (Communion) approach the **S** forming a line along the bottom stair of the **S**. **EMC** on the **BVM** and **EMH** on the **SJ** side.
- 5) After you receive Communion go to your station and serve the congregation. When you have completed serving your station, go to a station with the longest line (2 EMH only per station) if needed.
- 6) **EMH** return to the **S** and place Ciboria with remaining Host on the **A**. **EMC** return to the **S** on the **BVM CT** consumes any remaining precious blood or cover with purificator. **EMH & EMC** stand on the **SJ & BVM sides** at the bottom stair of the **A**.
- 7) As the **T** is closed, profound bow with all Ministers in the **S**.
- 8) Return to your pew.

Extraordinary Ministers of Holy Communion

LEAD Position EML (one only starting September 11/12, 2010)

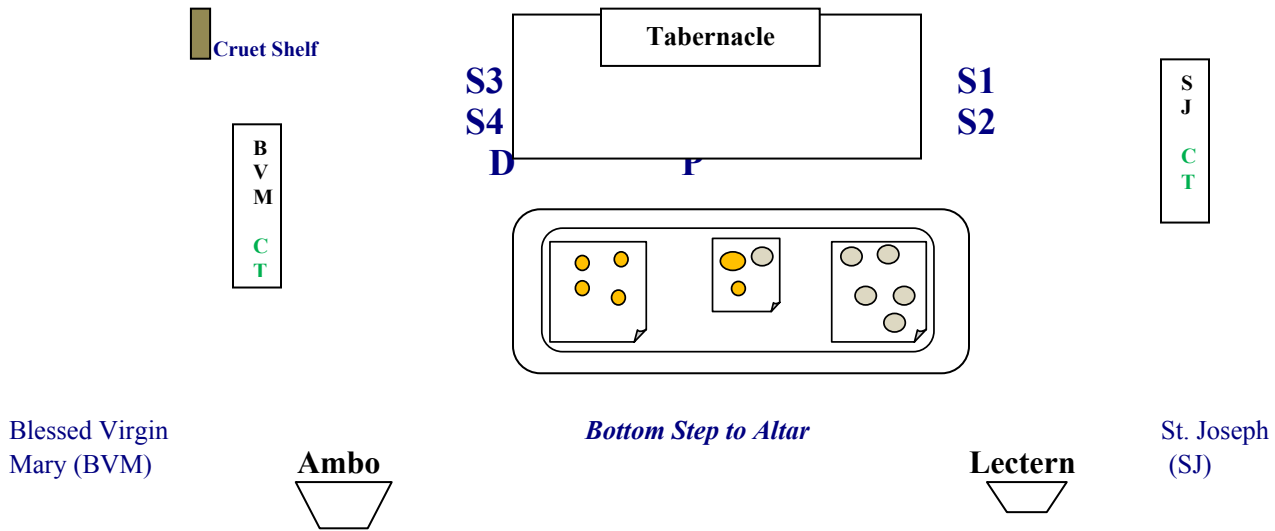
- 1) Dress appropriate (Sunday Best).
- 2) Arrive 15 minutes before scheduled Mass
- 3) Check in with **SCN** or **P**.
- 4) Assist **S** if asked.
- 5) Sit in the front pews for easy access.
- 6) During the offertory approach the **S** bow at the bottom stair.
- 7) Go to the **BVM CT** where Chalices and Purificators will be on a tray covered with a corporal.
- 8) **EML** folds the Corporal covering Chalices and places Corporal on the side of tray before taking Chalices to **A**.
- 9) Take the Chalices (two by two) to the **A**, place all 4 Chalices on **A** Corporal (**BVM** side) with Purificators. Leave empty tray (with 2 folded Corporals) on the **BVM CT**.
- 10) Go to the bottom stair of **S**, bow and return to seat.
- 11) At the Sign of Peace follow procedure numbers **3-5** under **EMC & EMH**. **EM Leads** stand on the **A** level to the back of the **P/D**, waiting to receive the Host and Chalice.
- 12) Assist serving **EM's**, as well as handing the Chalice and Purificator or Ciboria (if needed) to Ministers. **EM Lead** serves Communion to congregation near the **S** (see diagram page 5). Continue with procedures **6-8** under **EMC & EMH**.

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Sunday Mass & Holy Days of Obligation Positions

The following illustrations show some of the positions of the priest and various ministers during certain points in the Mass. The illustrations are not to scale.

Positions after the Sign of Peace before celebrant receives Holy Communion



(Keep congregation's view of altar unobstructed.)

Railing
EMC EMC EMC EML

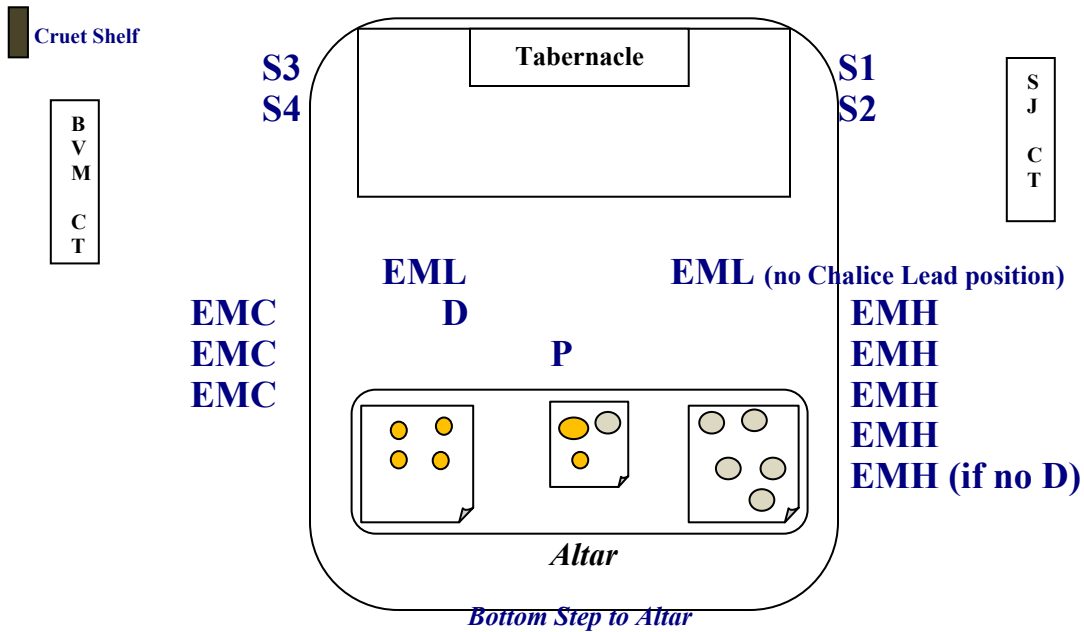
(Bottom step of S)

Railing
EMH EMH EMH EMH EMH
(EML at Mass without Chalice)

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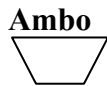
Sunday Mass & Holy Days of Obligation

Positions After Celebrant receives Holy Communion



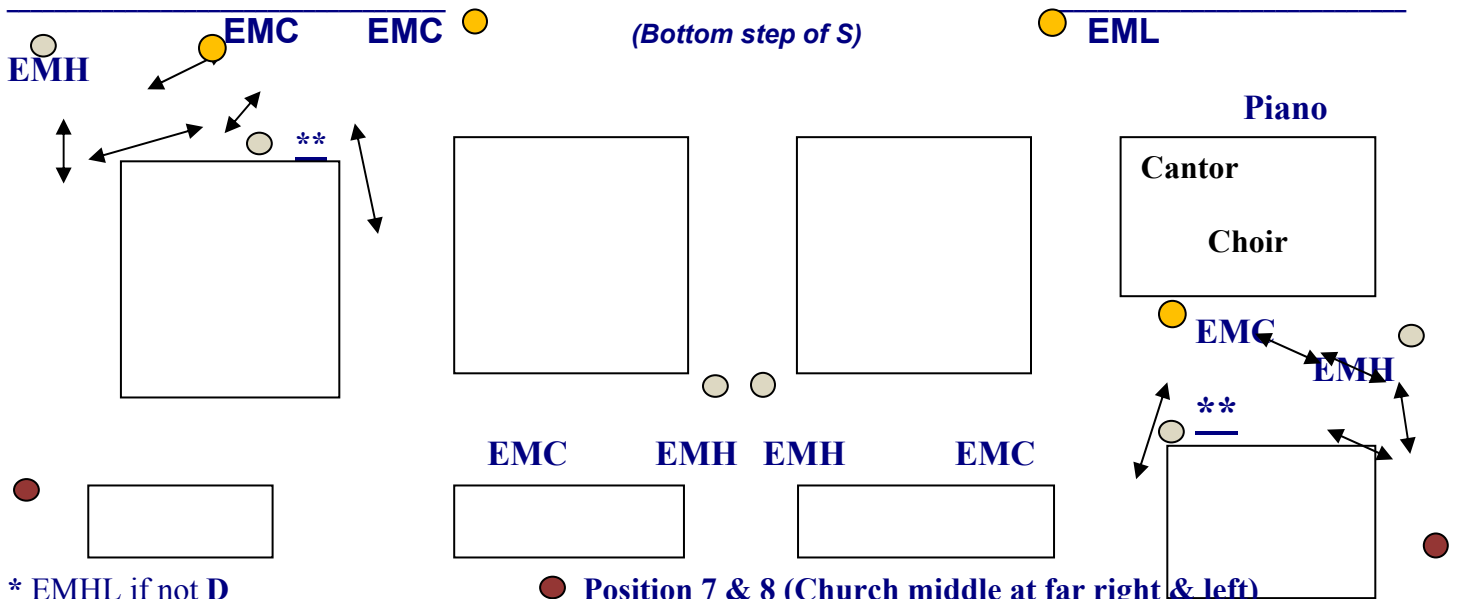
Blessed Virgi St. Joseph
Mary (BVM)

(SJ)



Positions for Distribution of Holy Communion to Congregation

D* P



* EMHL if not D

● Position 7 & 8 (Church middle at far right & left)

** Location of other EMHs if needed after completing distribution at primary position.

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