

Liturgical Ministry Training Guide

for

Mass on Sundays & Holy Days of Obligation

at

St. Isidore Church

In accordance with GIRM 2002

2nd Rev. 2/1/06: Effective: In action;

1st 1/3/06: Effective November 26, 2005; 1st Draft December 1, 2005

WORKING DRAFT

To all liturgical ministry leaders and members:

Although this edition of this document has a new title (the addition of the word “Liturgical”) it contains relatively minor changes such as the correction of typographical and formatting errors and a few editorial changes. It also includes the role and duties of the deacon since we have been blessed with the assignment of Deacons Adam Pietras and John Jee to our parish. Another addition is the procedures for the position of **Sacristan**. We welcome our **Sacristans** as the newest liturgical ministry in our parish, although it’s a ministry that has deep roots in the life of the Church.

Note that this guideline and the procedures it contains are organized according to the Order of Mass. As you may know, the first part is the Liturgy of the Word preceded by the Opening Rite. The second part is the Liturgy of the Eucharist, followed by the Closing Rite. The guideline also includes the “before” and “after” Mass preparation guidelines as well as some Special Rites (holy water and incense).

Please keep in mind that this document is for general training purposes, especially in our efforts to comply with the General Instructions of the Roman Missal (GIRM). Each ministry leader should use this guideline to conduct their ministry-specific training sessions and to develop their ministry-specific procedures. Naturally all the procedures must be in accordance with these general procedures.

Even with these revisions, this document is still considered a work in process and is currently a “working draft” as other changes may result from our continued efforts to improve our compliance with GIRM. We will continue to count on your cooperation in using it, and making any suggestions that might help to improve it.

Thank you very much for your patience, understanding, cooperation and support.

May the peace of Christ be with you always,
Frs. Gerard K. Moran and Paul Coleman

PS: The complete text of the General Instruction of the Roman Missal (GIRM) may be found at www.usccb.org, the website for the United States Conference of Catholic Bishops. This document will also be placed on our Website under [Liturgical Ministries Training Guide](http://www.st-isidore-danville.org)
www.st-isidore-danville.org

Sacristan Duties for Sunday Mass & Holy Days of Obligation

2nd Rev. 2/1/09; 1st 1/03/06 (GIRM 16-26 & 288-385)

Check List Before Mass

SACRISTAN(SCN) (Duties)

If the **SCN** has not arrived, the **EMCL/EMHL** (the first to arrive) should take on the role of **SCN**. The **SCN** may ask for assistance from the **AS** or **EMCL/EMHL**.

NOTE: The P will have the final say if the SCN/EML's has not arrived (10 minutes before Mass). The P may decide to serve Host only (remember to pull cards).

ENTERING CHURCH

- 1) Turn on lights. (Switches with black marks).
- 2) Open sacristy door and turn on lights.
- 3) Put nametag on. (**SCN** drawer).
- 4) Confirm liturgical season, feast day, etc. (See reference book **ORDO** in Lectionary drawer).
- 5) Greet and introduce yourself to **P** and others.
- 6) Be attentive to **P's** needs and those of others.

SANCTUARY

- 1) Turn on microphones at lectern and ambo (4 PM & 7:30 AM only).
- 2) Pick up flower petals on floor; straighten books and furniture, etc.
- 3) Check oil level and height of sanctuary candles on altar, tabernacle, etc.
- 4) Check that 3 corporal(s) (2 large & 1 medium) are on altar.
- 5) If **BOG** in sanctuary, return to counter in sacristy.
- 6) Before the 4:00 PM and 7:30 AM Masses:
 - a. Place Sacramentary on its stand on the credence table (St. Joseph's side).
 - b. Place Lectionary on ambo opened to first reading of the day.
 - c. Place Mass binders in places: priest's on stand next to pres. chair, commentator's on lectern, lector's on shelf in ambo.
- 7) Estimate amount of consecrated hosts in **T**: Get key and reverently approach **T**, genuflect, unlock and open it, estimate # of consecrated hosts in **T** ciboria (capacity of each round ciborium is 500), genuflect, close, lock)

SACRISTY

- 1) First place **EM** cards on the offertory table.
- 2) Ensure **BOG** is on counter (to be carried in processional).
- 3) Prepare Ciboria (Host) and Chalice/Purificator trays.
- 4) Prepare decanter with wine, except for 7:30 AM Mass and Holy Days of Obligation.
- 5) When Host tray and decanter are completed the **SCN/EMCL/EMHL** will place the tray of Ciboria and decanter on the Offertory table, next to the **EM** cards.
- 6) Place the tray of Chalices & purificators on the **CT BVM**.
- 7) Prepare **P's** choice of **CC** from **safe** (51).
- 8) Place **CC** Chalice on **CT**-shelf under Holy Oils cabinet in **S**.
- 9) Prepare cruets of water and wine with finger towel.
- 10) Prepare but do not light processional candles for **AS**. If **AS** has not arrived **10 minutes before Mass**, complete **AS** procedures (see checklist).
- 11) **5 minutes before Mass**, kindly remind everyone except **P** and **D** in sacristy to take seat in chapel.

ALTAR SERVER (AS or A1-A4)

- 1) Please come to Mass in your Sunday best. Dress shoes are preferred, clean white or black tennis shoes are okay. Please no flip flops (dangerous on stairs).
- 2) Dress in **Alb**.
- 3) Read news & recite prayer.
- 4) Greet **P** & **SCN** and assist with their request.
- 5) Place Cruets, finger towel & bowl in **S**, self on **BVM** side.
- 6) Light **S** candles.
- 7) Check **P** **CC** is on the self (under Holy Oils) in **S**.
- 8) Check that **SAC** is on **CT SJ** side.
- 9) Prepare procession candles.
- 10) Wait in quiet prayerfulness in Chapel for **P** instructions.

Check List After Mass

SANCTUARY (after 4:00 PM and 12:15 PM Mass):

- 1) Return all items to proper places. (When in doubt, return to counter in sacristy.)
- 2) Purify vessels, clean up and rearrange as necessary.
- 3) Confirm lectern and ambo mic's are **OFF** unless baptism or other event follows.
- 4) See to anything else out of order/in disarray.
- 5) After the 12:15 PM Mass the corporals used during the weekend Masses should be placed in soiled linen drawer.

ALTAR SERVER ROOM:

- 1) Reverse of before Mass.
- 2) Clean up and arrange as necessary.

SACRISTY:

- 1) **SCN/EM Lead** purify and dry all sacred vessels (include **P** **CC**).
- 2) Return items to safe.
- 3) Return **T** key to drawer.
- 4) See to anything else out of order/in disarray.
- 5) Turn off Sacristy lights, lock and close Sacristy door. After 12:15 PM Mass turn off lights in church unless baptism or other event follows.

Preparations before Sunday Mass & Holy Days of Obligation

2nd Rev. 2/1/09; 1st 1/03/06 (GIRM 16-26 & 288-385)

DETAIL DUTIES BY LITURGICAL MINISTRIES

ALL LITURGICAL MINISTRIES (ALL)

- 1) Arrive at least 15 minutes early and sign-in on schedule posted in Sacristy.
- 2) Introduce yourself or greet **P** and other ministers.
- 3) Speak quietly in sacristy and sanctuary.
- 4) Strive for unity not individualism or division (GIRM 95)
- 5) Complete all the preparations assigned to you so that no one is in Sanctuary and Sacristy 5 minutes before Mass.
- 6) Genuflect when passing before T unless carrying something, in which case bow. (GIRM 274)
- 7) Silently wait for beginning of Mass in the Chapel.
- 8) Please remember the sanctuary is a **Very Holy Place** and is not a thoroughfare or a shortcut. **Use the chapel entrance/exit whenever practicable.**

SACRISTAN (SCN)

- 1) First place EM cards on the offertory table. **NOTE: The P will have the final say if the SCN/EML's has not arrived (10 minutes before Mass) the P directs to serve Host only (remember to pull cards).**
- 2) Ensure BOG is on counter (to be carried in processional).
- 3) Prepare the two trays (Chalice & Host Trays) with clean corporal lining the bottom of each tray. Place small (4) ciboria. Make sure the T key in T and (6) Chalices along with 7 purificators and a fold large Corporal on the Chalice tray; place both trays on counter. Before Mass placement location of both trays are noted below.
- 4) If the SCN has not arrived, the EMCL/EMHL (the first to arrive) should take on the role are SCN. The SCN may ask for assistance from the AS or EMCL/EMHL.
- 5) For ALL Masses EXCEPT 7:30 AM, the SCN will pour wine into decanter (Fill to top of diamond pattern).
- 6) Be sure **P** or SCN has checked contents of T.
For all Masses fill 4 small ciboria (capacity of 500 each) with unconsecrated hosts. Follow the **Estimations** below:
Saturday/Sunday Mass (Holy Days of Obligation Easter & Christmas Masses can be doubled).
4:00 PM – 700 **9:00 AM - 800/900**
7:30 AM – 400 **10:30 AM - 800/900**
12:15 PM - 800/900
The **Estimations** are the minimum amount of hosts for each Mass (remember to include consecrated Host in T plus (+) unconsecrated on Host Tray = **Estimation (Consecrated Hosts are kept in the T and removed during Holy Communion by P or D. Unconsecrated Hosts are placed on tray in the 4 ciborium)** (Note: Each plastic jar contains 1000 unconsecrated Host). During Holy Days of Obligation when Masses are in the Fr. Cardelli Activities Center, we use the gold ciboria (which look like gold chalices with lids).
- 7) **When Host tray is completed and decanter is filled,** SCN/EMCL/EMHL will take the tray of Ciboria and decanter to place on the Offertory table, next to the EM cards.
- 8) Get **P's** choice of chalice/paten from **safe** (51) placing it on small corporal on S counter. Placement of the **P CC** is as follows: on top of the Chalice is a purificator (laying it across

- chalice), **P's** choice of Host on Paten, and last is the Pall. Place **P CC** on CT-shelf under Holy Oils cabinet in S.
- 9) Fill cruets at each Mass and place with finger towel next to refrigerator for **AS** to take to **S**.
- 10) Prepare but do not light processional candles for **AS**, cleaning glass if necessary. If **AS** has not arrived 10 minutes before Mass, complete **AS** procedures (see checklist).
- 11) Place Chalice tray lined with medium corporal and 6 chalices, 7 purificators and folded large Corporal on CT BVM side of A.
- 12) Wait in sacristy to ensure **EMCL/EMHL** arrives.
- 13) If **EMCL/EMHL** has not shown up within 10 minutes before Mass, let **P** know. **P** will make the decision for distribution of one or two species(s).
- 14) In the event **P** affirms one species, **EMCL/EMHL** is still “no show” then prepare to serve as **EMHL** by completing tasks and carrying out duties.
- 15) 5 minutes before Mass, kindly remind everyone except P and D in sacristy to take seat in chapel.
- 16) If you are the **EMHL** please take seat in or near front pew for access to A.

COMMENTATOR (C)

- 1) Preview announcements and add name of **P, D** and **L** in Mass binder at the lectern using pen and sticky notes in “Office Supplies” drawer in sacristy.
- 2) Be sure Mass binder is on lectern and is open to introduction page. Be sure microphone is ON.
- 3) If **L** has not shown up 10 minutes before Mass let **P** and **CH** director know that there will be no **C** and prepare to serve as **C & L**. The **L & C** return to the pews during Mass. The duties of the **C** are to be performed at Lectern (before & after announcements and the responsorial when sung); Ambo for all readings (Responsorial when read) and General Intercession. (GIRM 105-convenience applied – by Pastor)

LECTOR (L)

- 1) Be sure BOG is in Sacristy (to be carried in procession by **D** or **L**).
- 2) Be sure Lectionary is at Ambo open to First Reading and microphone is ON.
- 3) If **D** at Mass, confirm that **D** or **L** will read General Intercessions (Prayers of the Faithful). If not done so already, preview readings.
- 4) If **C** has not shown up 10 minutes before Mass let the **P** and **CH** director know that **L** will also be the **C**. The **L & C** return to the pews after 2nd Reading. **Lectern** is used for before and after Mass announcements and the responsorial when sung; **Ambo** is used for all readings (responsorial when read) and General Intercession. (GIRM 105-convenience applied – by Pastor)

(Before) DETAIL DUTIES BY LITURGICAL MINISTRIES (continued)

ALTAR SERVERS (AS)

- 1) Dress in alb, securing Velcro in 3 to 4 places near shoulders and front of Alb. (Remember no Flip Flops – Sunday Best please)
- 2) Read the news on AS bulletin board.
- 3) Be attentive to needs of P and others.
- 4) Place water and wine cruets on the AS shelf near the BVM-CT (or wine cruet on Gift Table when only one specie is served)
- 5) Pascal Candle lit during Easter season.
- 6) Prepare processional candles if 3+ altar servers.
- 7) Be sure clean finger towel and finger bowl are on the AS shelf near the CT on BVM side. Light candles in S for the liturgical season, feast day, etc.
- 8) Be sure BOG is in sacristy for procession.
- 9) Be sure bells are near corner of 2nd riser at T.
- 10) If not done by the SCN, place P's CC on the shelf near the CT below Holy Oils cabinet in S (with purificator, paten, Host & Pall).

- 11) Pick up flower petals, scraps, etc in S.
- 12) If holy water is to be used, get holy water vessel and aspergillum. If there are 4 AS, then S4 carries holy water in procession. If not, then place it near CT.
- 13) If incense is to be used, place fresh pieces in thurible, light, then place on stand with boat and place it where P wants it before Mass.
- 14) Lead altar server double checks the above.

EXTRAORDINARY MIN. OF HOLY COMM. CHALICE LEAD (EMCL) or HOST LEAD (EMHL)

- 1) Check in with SCN and or /or Priest to advise them you have arrived. If no SCN can be found take on the roll of SCN.
- 2) Make sure the cards have been placed on the Gift Table. Please sit in front pews for easy access at Communion.

Preparations after Sunday Mass & Holy Days of Obligation

2nd Rev. 2/1/09; 1st /03/06 (GIRM 16-26 & 288-385)

ALL LITURGICAL MINISTRIES (All)

- 1) Speak quietly in sacristy and sanctuary.
- 2) Genuflect when passing before T unless carrying something in which case bow. (GIRM 274)

ALTAR SERVERS (AS)

- 1) Extinguish candles with extinguisher. To avoid spilling hot wax, DO NOT "blow out."
- 2) Help return all items to S (BOG, P's chalice, cruets, finger bowl, towel, processional candle, etc.)
- 3) Be sure bells are near corner of 2nd riser at T.
- 4) Take off vestment and place it carefully on a hanger in the proper order by size.
- 5) If P has returned to sacristy, say goodbye. (Ask for his blessing if you'd like one.)
- 6) When applicable, Paschal candle to be extinguished with snuffer (use a stepstool).

COMMENTATOR (C)

- 1) Pick up collection basket and place in closet in sacristy.
- 2) After last Mass of day turn lectern microphone switch OFF and return Mass binder to sacristy.

LECTOR (L)

- 1) Return BOG to sacristy counter.
- 2) After last Mass of day turn ambo microphone switch OFF at ambo and return Lectionary and Mass binder to sacristy.

SACRISTAN (SCN) if not present the CHALICE LEAD (EMCL) and/or HOST LEAD (EMHL)

- 1) Be sure Chalice tray with 6 small chalices, 7 purificators and decanter have been returned to sink.
- 2) Be sure Host tray with small ciboria has been returned to sacristy.
- 3) Place the soiled purificators in the designated drawer.
- 4) There should not be any remaining Precious Blood (drops) or Body (crumbs) in all sacred vessels. However, if for some reason there is it must be consumed. Under no circumstances is it to be poured down a sink or otherwise stored or disposed.
- 5) Purifying Ciboria: Put small quantity of water in one ciboria transferring to each ciboria and consume at the end (or pour into the Sacramentary).
- 6) Purifying Decanter/Chalices including Priest Chalice & Paten: Place small amount of water in decanter (swishing the water to remove wine from sides of decanter), pouring from decanter into each chalice (swishing in each chalice) on the last chalice consume purified liquid (or pour into the Sacramentary). Chalices are washed with soap and water and Ciboria should be washed as needed. Priest Chalice & Paten should be washed after each Mass.
- 7) Dry all sacred vessels with clean white towel, NOT paper towels.
- 8) Wipe the counter dry and hang wet towel on rack above sink.
- 9) Place soiled towels in drawer marked soiled towels (purificators are in a separate drawer).
- 10) Put away clean chalices on the tray lined with a Corporal. Cover and place in designated cupboard.
- 11) Put away the purified ciboria on tray lined with a Corporal in the designated cupboard.
- 12) Put away purified Decanter on plastic drip carrier with clean paper towel and place in designated cupboard.

Liturgical Ministry

Training Summary Guide

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**.
- 5) When **D** present **L** stands at bottom stair to **S** and wait for **D** to place **BOG** on Altar.
- 6) **L** bows at the same time as **P & D**, **L** returns to front pew.
- 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) Sit while **CA** leads the Responsorial Psalm.
- 10) Stand and read the 2nd Reading.
- 11) Place Lectionary on lower shelf of Ambo.
- 12) Walk to the bottom step of the **S** and bow.
- 13) Return to seat in front pew.
- 14) As the Creed ends, go to the bottom stair bow then to the Ambo.
- 15) Read the Prayers of the Faithful (Mark page for easy access).
- 16) Go to the bottom of the stairs of the **S** bow and return to front pew.

Commentator (C)

- 1) Dress Appropriate (Sunday Best).
- 2) Arrive 15 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.
- 5) Wait for Sign to begin Mass.
- 6) Before Mass Announcements, greet the congregation.
- 7) After Completing Announcements go to the bottom stair in **S**, bow and return to your front pew.
- 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 After Mass Announcements.
- 9) Stay standing through the closing prayer and Recessional Song.
- 10) Once the **P, D** and **AS** leave the **S** and the Recessional song is complete, exit the **S** though the side chapel.

Liturgical Ministry

Training Summary Guide

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 to your family and neighbors approach the bottom of the **S**, wait at bottom step leaving an opening space for congregation to see **A**.
- 4) After **P** receives Communion approach the **S** forming a line along the bottom stair of the **A**. **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)
- 6) Return to the **S** place Ciboria with remaining Host on the **A**. Stand at the bottom stair of the **A**.
- 7) As the **T** is closed, profound bow with all in the **S**.
- 8) Return to your pew.

Extraordinary Ministers of Holy Communion LEADS (EMCL or EMHL)

- 1) Dress appropriate (Sunday Best).
- 2) Arrive 15 minutes before scheduled Mass
- 3) Check in with **S** or **P**.
- 4) Assist **S** if asked.
- 5) Check the offertory table for cards, decanter, Ciboria tray with Host.
- 6) Sit in the front pews.

Extraordinary Ministers of Holy Communion Chalice Lead (EMCL)

- 1 If no **D** or at the offertory approach the **S** bow at the bottom stair.
- 2 Go to the **BVM CT** with Chalices and Purificators.
- 3 Take tray to the **A**, place all chalices on Corporal (**BVM** side) with Purificators.
- 4 Take empty tray (2 Corporals) to **BVM CT**.
- 5 Stand reverently at **CT** waiting for **AS & P** to stand.
- 6 Go to the first stair of the **S** to retrieve offertory gifts with **P, D & AS**.
- 7 Place decanter on **A**, remove stopper and place on tray on **BVM CT**.
- 8 Wait at the **CT** for the water to be placed in the decanter. If **D** or **P** have not poured **EMCL** should pour the wine into all Chalices. Return the decanter to the **BVM CT**.
- 9 Go to the bottom stair of **S**, bow and return to seat.
- 10 Serve Communion with the others **SEE EMC & EMH**
- 11 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 to Ministers.
Leads serve near the **S**.

Detail Actions by Order of Mass

NOTE: During the 5 minutes preceding Mass, a period of silence is observed during which no one should be in S and no music is played or sung. Instead, everyone should be silently preparing for Mass.)

Order of the Mass	Actions (GIRM 16-45)
Opening Rite	
Introduction <i>(GIRM 46-48, 105-106)</i>	1. After receiving the signal from the P to begin the Mass, which typically is the cross bearer raising high the cross (from the doors to the Church in the Vestibule), the C , acting in the capacity of “master of ceremonies,”(from the small side chapel) goes to lectern, greets congregation, reads introduction, and then invites All to rise and sing Entrance Song, at which the C takes a seat in the congregation with their family (remembering to bow at the S bottom stair before departing to your pew).
Entrance Procession <i>(GIRM 47-50, 118, 120d, 122, 172, 274, intro #67)</i>	2. Procession begins in vestibule <u>unless no CH or CA</u> in which case the procession begins from sacristy. After the P signals or directs verbally to start, the cross bearer lifts cross as signal to start Mass. Procession order: S2 carrying cross between S1 and S3 carrying candles, S4 follows, L , D , and then P . D or L carries BOG elevated. 3. S2 , S1 and S3 go to foot of A bow to T , put items in places, go to chairs. 4. S4 goes to foot of altar, bows, goes to chair. 5. P & D or L go to lower step of A , if D present /if no D the L places BOG in stand at front and center of A , returns to side of P and together make act of reverence. When D is present L will remain at the bottom stair of S , wait for BOG to be placed and bow with others. 6. The L takes a seat in the congregation with their family (in the first few pews) 7. The P and D go to A , reverence it with kiss, go to chairs.
Greeting <i>(GIRM 49, 50 & 256)</i>	8. P leads Sign of the Cross and reads/says greeting.
Penitential Rite <i>(GIRM 51)</i>	9. P leads penitential prayer (Confiteor or alternate).
Kyrie <i>(GIRM 52)</i>	10. After a few moments of silence, P leads Kyrie.
Gloria <i>(GIRM 53)</i>	11. CH or P leads congregation in Gloria. 12. Near end of Gloria, S1 gets SAC and (standing) waits at SJ CT.
Opening Prayer <i>(GIRM 54)</i>	13. At end of Gloria, S1 goes in front of P , faces him at 45° angle to St. Joseph, holds SAC against chest facing P . 14. P opens SAC and reads Opening Prayer. 15. S1 returns SAC to CT, returns to chair. 16. If applicable, P blesses and dismisses children for the Liturgy of the Word. 17. All in Sanctuary and congregation sit. 18. L approaches at the bottom of the stairs of the sanctuary (Bow) walks reverently to their Ambo (L). If L & CA approaches at the same time CA then proceeds to sit next to the Lectern. 19. CA sits and waits for Responsorial Psalm. If no CA the Responsorial Psalm is spoken from the Ambo.
Liturgy of the Word	
First Reading <i>(GIRM 45, 55-59)</i>	1. L reads First Reading, sits in the Sanctuary chair near the Ambo on the BVM. 2. Few moments of silence
Responsorial Psalm <i>(GIRM 45, 55-61, Intro #87)</i>	3. If the CA approaches separately from the L , CA bows toward T at the bottom step of the S , proceeds to Lectern, leads Responsorial Psalm then returns to seat unless CA is to lead Alleluia in which case CA stays at seat near Lectern. 4. A few moments of silence follows.
Second Reading <i>(GIRM 45, 55-59)</i>	5. L reads Second Reading, places Lectionary on Ambo lower shelf. L & CA return to their respectful place (L sitting with family/ CA with Choir). 6. Few moments of silence
Gospel Acclamation (Alleluia) <i>(GIRM 62-64 & 131)</i>	7. P & D stand and await S1 and S3 carrying candles. D goes to P for blessing. 8. CH or CA lead congregation in singing the Alleluia. 9. S1 & S3 get candles and meet P or D at foot of A . P or D pauses for prayer, then gets BOG, elevates it, and moves toward ambo. As the P or D moves toward ambo, S1 & S3 proceed on either side of him to the ambo. S1 & S3 stand on opposite sides facing the P/D at the ambo.
Gospel <i>(GIRM 60, 133 & 134)</i>	10. P or D reads Gospel, after which he raises BOG and kisses it. 11. All sit. 12. S1 & S3 return to foot of A , bow, return candles to places, and sit
Homily <i>(GIRM 65, 66, 136, Intro #4)</i>	13. P or D delivers homily from ambo, presidential chair or, another suitable place.

Order of the Mass	Actions (GIRM 16-45)
Profession of Faith <i>(GIRM 67, 68 & 137, Intro #95)</i>	<p>14. Before the Profession of Faith, if RCIA candidates/catechumens are present, P blesses and dismisses them.</p> <p>15. P goes to chair, sits.</p> <p>16. Few moments of silence.</p> <p>17. P stands, All stand, P leads <i>Profession of Faith (Nicene Creed)</i> or <i>Apostles' Creed</i> (the latter during Lent and Easter).</p> <p>18. All make a <u>profound</u> bow at "...by the power of the Holy Spirit he was born of the Virgin Mary and became Man"</p> <p>19. As the P/D completes the <i>Creed</i> if there is no D, the L should start their approach to the Sanctuary –reverently bow and walk slowly to the Ambo await for the P gesture to begin.</p>
Prayer of the Faithful <i>(GIRM 69-71& 138)</i>	<p>20. L/or D present, then L/or D goes to ambo.</p> <p>21. P begins Prayer of Faithful, L/D leads remainder, P completes.</p> <p>22. L returns to their seat in the pew (remembering to bow at the bottom of the stairs).</p> <p>23. All sit <u>except</u> for S1 & S2 (they will prepare the A during Offertory)</p>
Offertory Collection(s) <i>(GIRM 72, 73 & 139)</i> <i>Preparing the Altar</i>	<p>24. CH leads congregation in Offertory song while ushers take up collection (when applicable second collection, do not wait for both collections to be brought up to the Sanctuary).</p> <p>25. EM's remember to place your cards in the collection basket to help recycle.</p> <p>26. S1 gets chalice while S2 gets SAC and bookstand, go to back of A, bow toward T. Place the P CC with Paten and Pall, just to the right of the corporal and the SAC just to the left of corporal at 45° angle.</p> <p>27. a. Turn back to T, bow, go to chairs and sit. If D is present, assist D as needed. b. After offertory passes front pews, EMCL/EMHL will approach the S (bow) go to the BVM CT for tray with 6 Chalices, 7 Purificators and take tray to A. c. EMCL/EMHL places the chalices on the A corporal, BVM side with space between for easy pouring (Leave Corporals on tray). d. The purificators are left beside the chalices on the BVM side of A. The Empty tray with Corporals is returned to the BVM CT. e. EMCL stands next to the CT to wait for the Gift Bearers, AS, P & D to walk towards the S.</p>
Offertory Procession <i>(GIRM 36, 72-75 & 140)</i>	<p>28. After P sees gift bearers are ready, P and All in S stand.</p> <p>29. S1 & S3 get candles, meet at foot of A, bow to T, and walk to meet gift bearers at Gift Table.</p> <p>30. P, S2 & S4 go to bottom step of S to await Offertory gifts. If there is no D, then EMCL/EMHL joins them on BVM side to await decanter.</p> <p>31. S1 & S3 lead procession of gift bearers to foot of S, face each other.</p> <p>32. P accepts gifts, gives D/EMCL the decanter, D/S2 takes tray with ciboria to A.</p> <p>33. D/S2 places the filled silver Ciboria (from tray) on the Corporal on the SJ side of A. S2 returns the empty tray to the SJ CT.</p> <p>34. S1&S2 go to chairs and remain standing. S3&S4 (in the ready position with cruets) continue to prepare the water & wine (that will be used by the P at the A).</p>
<h2 style="margin: 0;">Liturgy of the Eucharist</h2>	
Preparation of Gifts at Altar <i>(Norms #36, GIRM 73-76, 85, 142-146)</i>	<p>1. S3 & S4 get the cruets and wait at bottom riser of A. When P/D turns to them, go to P/D, bow to him, hand wine cruet and then water cruet (pouring them into chalice if so directed.) Upon completion, S3 & S4 bow again to P/D, return wine cruet to its place, get water bowl and finger towel, fully open towel, carrying towel with both hands.</p> <p>2. If D/P does not distribute wine into chalices then EMCL will distribute wine into the chalices. EMCL returns decanter to BVM CT, bows to T, and returns to their pew. D returns to BVM side of the A next to P.</p> <p>3. When P turns to BVM CT, S3 & S4 meet P at side of A, bow to P, pour water over P's fingers, hand towel to P, receive towel back, bow to P, return items to their place on the shelf above CT. S3 & S4 return to their chairs still standing.</p>
Offertory Prayer <i>(GIRM 43 & 146)</i>	<p>4. P reads Offertory Prayer</p> <p>5. All stand when P begins prayer: "Pray brothers and sisters..." and <u>before</u> "May the Lord accept this sacrifice..."</p> <p>6. <u>After the completion</u> of the "Holy, Holy, Holy..." All except P/D kneel.</p>
Eucharistic Prayer <i>(GIRM 3, 31,32, 147-150, 178-180 & 236)</i>	<p>7. P reads beginning of Eucharistic Prayer. During Eucharistic Prayer, D stands near P but slightly behind. D normally kneels from the epiclesis ("...by the power of the Holy Spirit...") until the P elevates the chalice. During the prayer the "...organ or other musical instruments should be silent."</p> <p>8. S3 & S4 alternate ringing bells when P elevates Host and then when he elevates CC.</p>

Order of the Mass	Actions (GIRM 16-45)
Liturgy of the Eucharist (continued)	
Memorial Acclamation	9. CH or P leads Memorial Acclamation (ie: “Christ has died...”)
Eucharistic Prayer (GIRM 3, 85 & 179)	10. P says or sings doxology: “Through him, with him...” If D present, D elevates chalice while P elevates host. 11. CH leads singing of the “Great Amen.” 12. All stand after the completion of the “Great Amen.”
Our Father (The Lord’s Prayer) (GIRM 81)	13. P invites all to join in <i>The Lord’s Prayer</i> , leads saying it, <i>or</i> 14. CH leads <i>The Lord’s Prayer</i> in song.
Sign of Peace (GIRM 82, 154 & 181)	15. P or D invites all to extend to those near them a sign of Christ’s peace. As a general rule the P and D do not leave S to give Sign of Peace, careful not to disrupt the flow and dignity of the Mass. Sign of Peace is generally extended only to those nearby. 16. EM’s go to railing at bottom of S and line up behind respective lead with EMC on the BVM side and the EMH on the SJ side (2 species served) EMH divide equally on BVM and SJ side of rail (for 1 specie).
Breaking of the Bread (GIRM 43, 83, 155 and notation from Bishop Vigneron)	17. P breaks “Eucharistic Bread”, leads “Lamb of God” (<i>Agnus Dei</i>) or CH leads singing. All remain standing. 18. If size of the congregation requires it, P/D goes to T for ciborium or ciboria with Consecrated Host. 19. P distributes hosts into silver ciboria. CH continues singing “Lamb of God” until P is done with distributing hosts into ciboria. 20. All remain standing.
Holy Communion (Norms - all paragraphs, GIRM 43, 52, 53, 80, 158, 160, 162, 278-287, 390; US Indult June 21, 2001; and Notation from Bishop Vigneron)	21. P leads prayer: “This is the Lamb of God...” 22. P receives Holy Communion then gives to D. 23. CH leads singing of Communion song followed by Meditation song. 24. EM’s form lines at respective sides of S bottom riser near A (EMCL & EMHL go to top of riser see Map). 25. P and D distribute Holy Communion to EMCL and EMHL. 26. P, D and EMCL & EMCH distribute Holy Communion in pairs to the others in the S. All bow individually just before receiving host and chalice. 27. After everyone in S receives Holy Communion, AS kneel. 28. P/D/EMCL/EMHL gives vessels to EMC as they receive the Precious Blood (with Purificator). P/D/EM’s go to stations in tandem (EMC & EMH) 29. After 2 minutes of silence, S1 prompts AS to sit. Do not “clean up” A. 30. After C receives Communion the C approaches S, bows at bottom step to S, goes to Lectern side of A kneels /sits and waits for the Communion prayer to be read. 31. After P is done distributing Holy Communion, he returns to A. 32. AS stand, S1 & S2 brings ciboria tray to A; P/D/EMHL place returning ciboria on tray. 33. As P returns, S3 & S4 stands, P returns ciborium to tray, begins to purify paten and chalice. 34. S3 gets water cruet. When P turns to him, brings water cruet to altar, bows to P, pours water into CC until prompted to stop, at which time S3 bows to P, returns cruet to place, and stands. 35. S1 & S2 go to back of A, bow toward T, get CC and SAC with bookstand, take to SJ CT, then go back to chairs and remain standing. 36. Immediately after distributing Holy Communion D returns to A and EMCs return to A. If any Precious Blood remains, cover chalice with purificator before returning to A. Reverently consume any remaining Precious Blood at BVM side of A, facing T before placing chalice & purificators on tray on BVM CT, then form line at BVM side of A facing T. 37. EMHs return to A and place ciborium on tray, then form line at SJ side of A, facing T. All EMs stay at respective side of A until T is closed. D may purify sacred vessels instead of P. 38. P goes to chair, turns to A and awaits closing of the T. 39. After all ciboria have been returned to A, D or EMHL takes T key and ciboria to T, unlocks and opens T, places ciboria in it, genuflects while all AS/EM’s/C in S bow, then D/EMHL locks and closes T. 40. D/EMHL takes T key, places it on tray of ciboria and S3/S4 return tray to SJ CT. 41. EM’s in S, return to pews and sit. P/D/AS sit in S,
Closing Rite	
Prayer After Communion (GIRM 165)	1. Brief period of silence 2. S1 gets SAC from CT and stands at CT awaiting P’s cue or “Let us Pray”... 3. S1 goes to P, faces P at 45° angle to SJ and holds SAC against chest. P opens SAC and reads Prayer After Communion, then closes SAC

Order of the Mass	Actions (GIRM 16-45)
	4. S1 returns SAC to CT , returns to chair
Announcements (GIRM 90)	5. CA remains standing next to chair and waits for P direction. 6. C reads announcements and when announcements are completed, if there is no C , P/D or L may read announcements. CA remains standing for the closing prayer and the Recessional Song is complete, exit the S through the side chapel. 7. C does not walk out with Recession
Concluding Prayers (GIRM 90)	8. P leads concluding prayers assisted by D and gives blessing.
Recessional (GIRM 274)	9. CH leads singing of Recessional Song. 10. P/D/A1-A4 process out exact <u>same way</u> as Processional <u>except</u> BOG is not carried out, it is left on ambo and S1 – S4 , upon reaching bottom step of S, turn and face A until P and D complete profound bow and turn around.

Special Rites

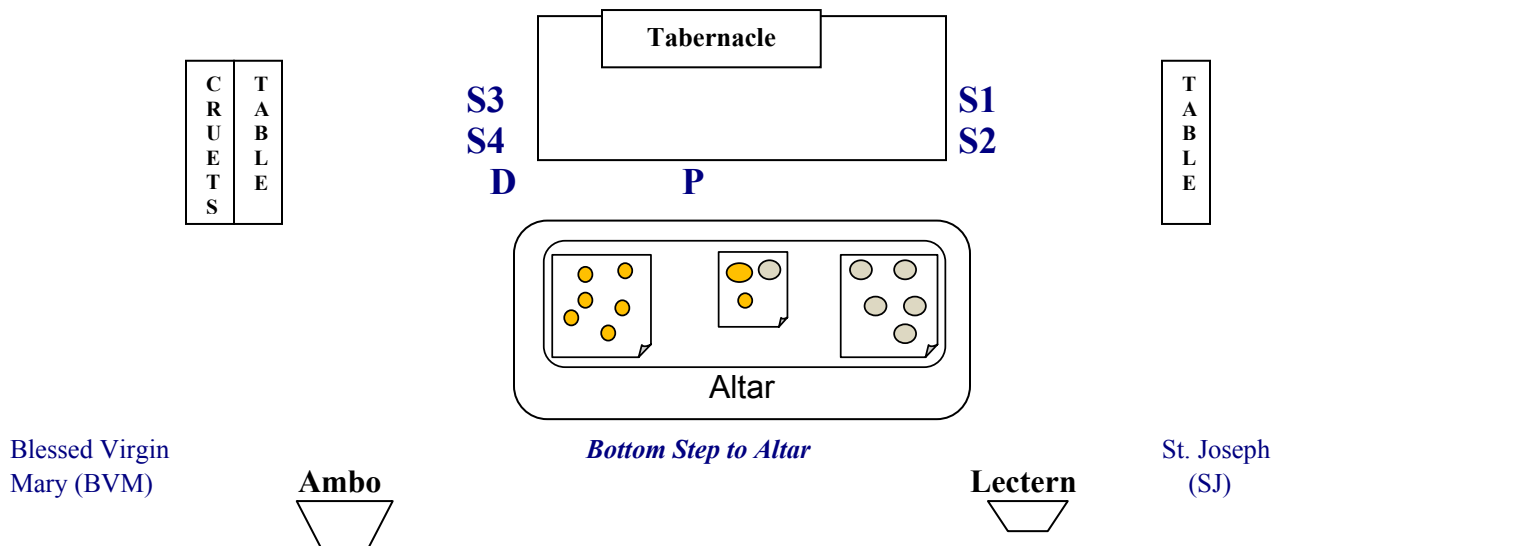
Blessing with Holy Water at Greeting (to recall baptism)	1. S4 gets holy water vessel and aspergillum, meets P at foot of A. Both bow toward T. 2. P circles A while sprinkling it, then sprinkles all people in S. 3. P or S4 goes to edge of S facing congregation, sprinkles holy water toward both sides, turns toward A, bows and returns holy water to table, goes to chair.
Incensing at various times (a symbol of our prayers rising to God and honoring sacred persons and things in liturgical worship) (GIRM 27-90, 145, 174, 178, 276-277)	4. When directed by P , S1 or S2 gets thurible and incense boat (from stand in small Chapel), presents boat to P who places incense in thurible and then takes thurible. 5. P completes incensing, returns thurible to altar server, who then returns it to the stand in the Chapel.

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 at Sign of Peace but before celebrant receives Holy Communion

Reminder: EMs go to railing at Sign of Peace



(Keep congregation's view of altar unobstructed.)

Railing

(Bottom step of S)

Railing

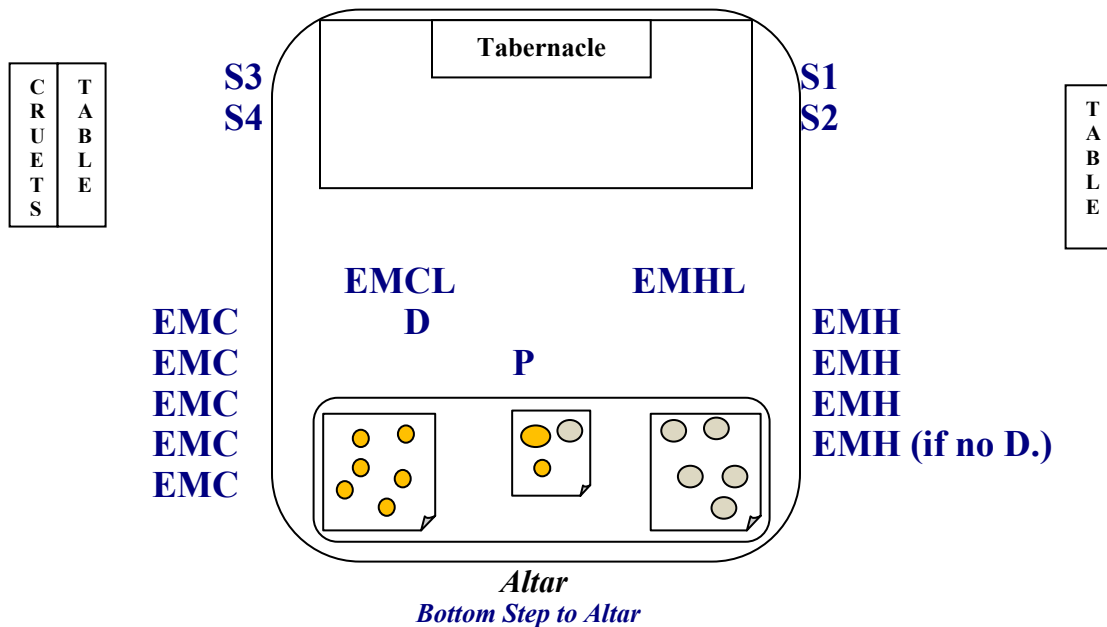
EMC EMC EMC EMC EMC EMCL

EMHL EMH EMH EMH

St. Isidore Church

Sunday Mass & Holy Days of Obligation

Positions After Celebrant receives Holy Communion



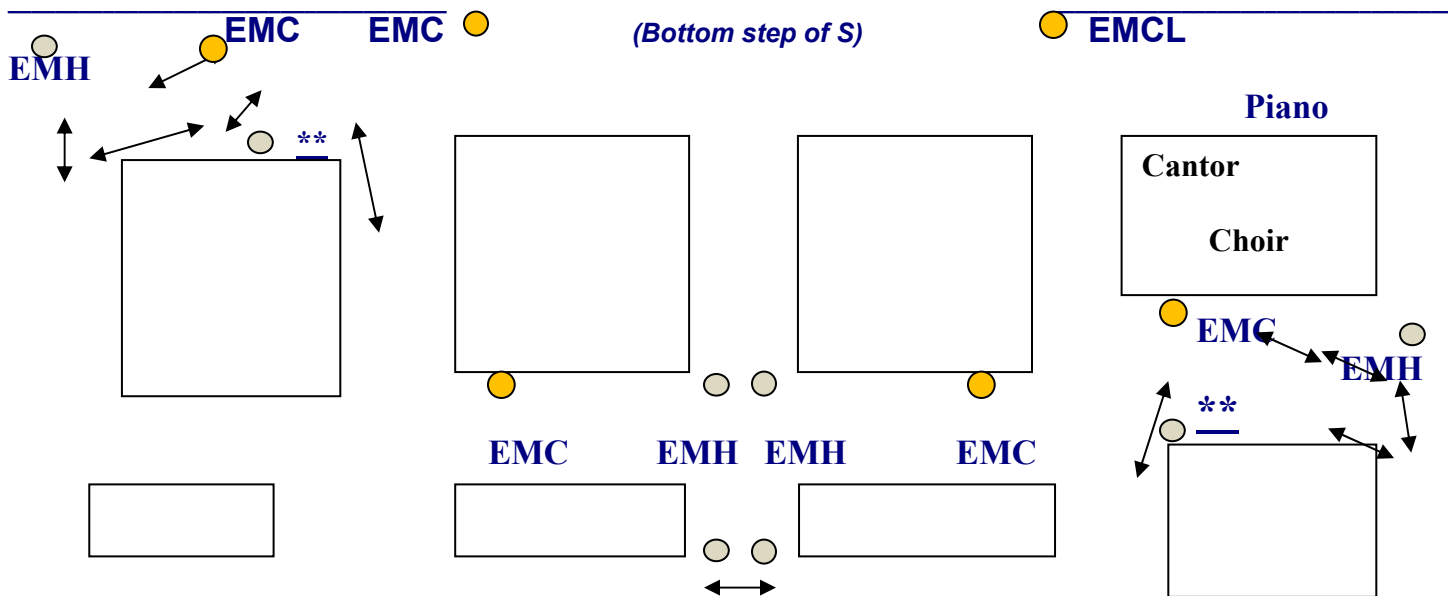
Blessed Virgin
Mary (BVM)

St. Joseph
(SJ)



Positions for Distribution of Holy Communion to Congregation

D* P



* EMHL if not D

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

Position 7 & 8 (last pew at Center Vestibule Doors)