

SAINT MARY CHURCH  
LECTOR AND EXTRAORDINARY MINISTER INSTRUCTIONS  
JULY 19, 2011

Dear Extraordinary Ministers and Lectors:

Thank you for your service to our Eucharistic Lord Jesus and to the Word of God! Your service makes the Holy Mass at our parish even more beautiful, and to you I am grateful. This is my first attempt to put into writing a set of instructions to assist you in your ministries at the Holy Mass. As I learn more about what has worked best at Saint Mary's and receive your feedback, I'll continue to tweak these instructions.

At many of our weekend Masses, one person serves as Lector, Extraordinary Minister and Altar Server. As I outline your duties, I'll presume that you're by yourself on the altar fulfilling all of these functions. I've begun training the boys of the parish to be altar servers, as more of them start serving, their presence will simplify your role.

Fr. John Hilton

### 10 minutes before Mass

- Light candles on High Altar and Altar of Sacrifice if altar boys are not present.
- Read over Prayers of the Faithful to check for pronunciation of names.
- Check to see if the Book of the Gospels is on the altar; that the two chalices, purificators, water and finger towel are on the server's table in the sanctuary; and that the hosts, wine and usher's basket are at the back of the church. Finally, check that the correct number is on the board for the Scripture Readings

### 5 minutes before Mass

- Turn off chant CD. The CD player is located behind the High Altar.
- Take a seat in the sanctuary. If altar boys are present, sit with the congregation.

### Introduction to the Mass

- At 5:30 on Saturday and at 10:00 am on Sunday, the musicians will announce the beginning of Mass, the opening song and ask the congregation to stand. At 7:30 am, the Lector will announce the beginning of Mass, ask the people to stand and Fr. Hilton will announce the opening song.

## Scripture Readings

- Adjust Ambo microphone to your height
- After the first reading, either be seated or step to the back of the sanctuary so that the cantor can sing the Responsorial Psalm from the Ambo. At the 7:30 am Mass, the Lector proclaims the Responsorial Psalm.
- After the second reading, close the Lectionary and put it on the lower shelf so that there is room for the priest to place the Gospel Book on the Ambo.

## Prayers of the Faithful

- Come to the Ambo at the conclusion of the Creed. Be ready to read the petitions as soon as the priest says the introduction.
- If altar boys are present, your role as Lector is complete and you can be seated with the congregation after the Prayers of the Faithful.

## Offertory of the Mass

- While the collection is being taken by the ushers, the priest prepares the altar. Join him at the front steps to receive the offertory gifts.
- Bring the wine and water to the altar.
- Then bring the water, bowl and towel for the hand washing.

## Eucharistic Prayer

- Kneel at the kneeler
- Ring the bells once (loudly) when the priest says the words: “*let your Spirit come upon these gifts to make them holy*” and extends his hands over the chalice.
- Ring the bells three times (loudly) when he has fully elevated the Sacred Host and then the Chalice. Pause between each of the three rings, take your time.

## Holy Communion

- Three Extraordinary Ministers come to the altar during the Sign of Peace.
- The priest will instruct the congregation in how to come forward for Holy Communion. If there is a guest priest, one of the Extraordinary Ministers will make this announcement to the congregation.
- The priest gives the Body of Christ to the musicians, one of the Extraordinary Ministers gives them the Blood of Christ. Do not give the Blood of Christ to the altar boys. Because they’re holding patens, it would awkward for them to receive.
- If someone comes forward with a Pyx, requesting Communion for the home-bound, do not put a Host into their Pyx, instead, ask them to go to the Tabernacle after Mass.

- It occasionally happens that someone attempts to carry the Body of Christ back to their pew or out of the church. Please keep an eye out for this. Try to be aware that each person has received the Host. If they haven't, calmly reach out to them, touch their shoulder, and in a quiet voice ask them to receive the Host.
- Intinction is never allowed. That is, no one is to dip their Host into the Chalice. If someone attempts to do this, simply cover the chalice with your purificator and ask the person to first consume the Host that they have in their hand.
- When you are distributing the Body of Christ and a small child who has not yet made their First Communion approaches you, say the following words: "*Receive the Lord Jesus in your heart.*" Touch their forehead as you say these words but do not make the sign of the cross. When an adult who has crossed their arms across their chest approaches you, say the same words but do not touch their forehead.
- If the Blood of Christ is spilled, immediately stop distributing and place a purificator over the spilled Blood of Christ so that no one inadvertently steps on it. After Communion, pour water over the spot. Once the Blood of Christ is diluted, it no longer carries the presence of our Lord.
- When you've finished distributing Holy Communion, place both chalices, purificators and the ciborium on the altar so the priest can purify them.
- If there are no altar boys, bring water to the altar. After the chalices and ciborium have been purified, take them from the priest and put them on the server's table.

### After Mass

- It is the responsibility of the Lectors and Extraordinary Ministers to put the collection into the sacristy safe immediately following Mass. There always must be two people handling the collection from the time that it's removed from in front of the altar until it is put into the safe. No person is to ever be left alone with the collection. This rule exists, not because we don't trust you, but to protect you. If a collection were ever to go missing, the worst thing that could happen would be for someone to say: "*I saw \_\_\_\_\_ go into the sacristy alone with the collection.*"
- If there are no altar boys, extinguish all candles.
- Carry vessels into sacristy and, if you wish, help set up for the next Mass.

A final note: because of the honor and importance of your ministry, I ask you to wear your "*Sunday goin' to meetin' clothes*". Dignified and modest dress shows respect to our Lord present in the Holy Eucharist and is a great reminder to others of the importance of the Holy Mass. Thank you!