



The Community of the  
Good Shepherd

GUIDELINE BOOK

FOR

LITURGICAL  
MINISTRIES

At Good Shepherd's weekend liturgies, many people gather to give praise and thanks to God. On the major feasts of Christmas and Easter, the number who attend our weekend liturgies more than doubles.

People come to Good Shepherd for many reasons, but as we learned in a survey, people have chosen our parish because of the quality of our liturgies.

Because our Eucharistic celebration is the central aspect of our lives as Catholics, we strive to provide our parishioners and visitors with competent presiders and preachers, qualified musicians, and thoughtful audio-visual meditations. The emphasis on quality is important in the ministries of Sacristan, Head Distributor of the Ministers of the Eucharist, Gift Bearer, Usher-Greeter, Lector, Announcer, Servers, and Ministers of the Eucharist.

This booklet has been prepared to provide guidelines for the responsibilities of all ministries. We ask that you take the time to read through the entire booklet so that you will have a better understanding of the way your ministry affects and is affected by others. Of course, you should pay particular attention to your individual area of ministry. But since there is a great deal of overlap between ministries, it is important for all to be familiar with the responsibilities and roles of others.

We would like to thank all of you for your willingness to serve your parish by giving of your time and talents. Together, we provide a caring and loving atmosphere where thousands come to worship God and to become truly the Body of Christ.

This booklet is divided into eight sections—one for each of the ministries who assist at our weekend Masses.

SACRISTAN  
HEAD DISTRIBUTORS  
ANNOUNCERS  
LECTORS  
USHER-GREETERS  
GIFT BEARERS  
SERVERS  
MINISTERS OF THE EUCHARIST

Each section contains an explanation of the ministry followed by guidelines, which will assist you in your service as a minister to our Good Shepherd parishioners.

## **SACRISTANS**

Sacristans are the directors and facilitators of the liturgical celebrations on the weekend. They are to be aware of the needs of the presider and the needs of the parishioners to celebrate in a ritual way. Along with the presiders, the sacristans are the people who make sure the Liturgy flows in a timely and efficient manor. You must be knowledgeable of all the areas of ministry in the Liturgy and how they function within the Liturgy.

### GUIDELINES

1. Arrive **25** minutes before Mass.
2. Check to see if any supplies are needed for the start of Mass. (i.e. wine, amount of hosts, oil in processional candles, etc.)
3. Over-see the gift bearers and all of the set-up responsibilities that they have, and if not present at appropriate time, continue to set up and find a replacement family or persons. Prepare enough hosts for the celebration of the Eucharist. This aspect is most crucial in your preparations, for it is very important that there be enough hosts for everyone present, but not an excessive amount left over. The church seats **1180** people. The number of Ministers of the Eucharist needed at each Mass is posted in the sacristy. (Always remember this number includes the priest.) Check the number of full dishes of consecrated hosts in the tabernacle. If the suboriums are full they contain **200** hosts which could be divided into **2** or **3** dishes depending on the Mass. Then you can subtract this number from the total number of dishes needed. For each Mass we have the average attendance for that Mass posted in the sacristy and the number of hosts that should be available for distribution. Remember that you always have more in the chapel so you do not have to over consecrate the number of hosts.
4. Assess and set up for the gift family the amount of hosts and wine to be consecrated for that Mass.
5. Check to make sure that the lectors and announcer are present and if not present at appropriate time find replacement(s).
6. Check with presider and deacons, Liturgy Director or Music Director for any special instructions.
7. Go to the back of Church and talk to the Head Distributor and get the number of Eucharistic ministers still needed and let the announcer know

what that number is before they go out to make the announcements at 5 minutes before the Mass starts

8. Return to seat within assembly.
9. At the offertory, (except for 7:30 AM and 4:00 PM Masses unless a deacon is not present then one would come up at offertory) you and the Head Distributor will come up to the altar and wait in front of the credence table until the priest finishes the offering and has washed his hands. Once the priest has finished washing his hands then deacon, sacristan, and head distributor move the cups and empty dishes to the altar and begin separation of hosts and wine into smaller vessels. The dishes will be in two stacks on the altar; the top one will be filled with hosts and laid on the altar on the side where that stack was located for distribution to that side of the church. The Deacon (if one is present; otherwise an EM) will carry a wooden tray of cups from the table in back of the altar to the altar and pour the wine into them from the left side of the altar. The Head distributor will similarly bring the cups forward and pour the wine from the right side of the altar. Once the separation has been completed reset the altar so that the vessels are divided to half for each side of the church, clear any empty vessels to the credence table, and return to your seat.
10. Make sure that when the sign of peace is completed that you move people to the foot of the steps. If no deacon or if a preside does not wish to hand out the vessels then you should go and stand behind the altar with the four other distributors.
11. Once the Lamb of God has started do not offer the sign of peace to anyone else.
12. Make sure that the people to distribute to the remaining distributors are in place by the credence table and if they are not then send someone from the floor up to the altar. Make sure that once they receive that they do not come off the altar before distributing to all the other distributor and yourselves.
13. You should be the last person to receive with the other distributors.
14. Once you receive communion then go to the altar for the low gluten hosts if needed and any other special distribution.
15. Then either you or the Head distributor will stand by the ambo to

continue to watch the flow of distribution of communion for Mass.

16. Once all the vessels are out make sure that everyone is in the proper stations.
17. Also, at this time make ready hosts from the tabernacle(s) if needed to make sure that communion does not take an extended period of time.
18. Send any distributors that come back early to large sections where running out of hosts may be an issue. (i.e. room 4 and 5) Also make sure that someone is ready to distribute to the musicians for 4:30, 7:30, 12:00 and 4:00 PM Mass times.
19. If you are not standing by the ambo then take large dish, empty flasks, water cruet, and hand washing materials to the back. Make sure the altar is cleared of everything. The only items left on the credence table are the Sacramentary and the gospel book holder.
20. Prepare the sacristy area for clean up. Open the pass through window and then stand by the tabernacle to receive empty dishes and to combine remaining consecrated hosts into ciboria.
21. Have a communion distributor collect the crosses but do not return them to the foyer until Mass is completed.
22. Remember to ask one minister to help with clean up. You and the Head Distributor will be the other people to help with clean up.
23. Close pass-through window as soon as possible.
24. Watch the handling of the consecrated hosts and the proper cleaning of the vessels into the sacrarium.
25. Unless directed otherwise, sacristans at 4:30 or 4:00 PM Mass should make sure that vessels are placed back into the appropriate place in the closets.
26. Once everyone is departed, check one last time that everything is taken care of before returning to your seats. If the slide meditation or the priest is doing the closing prayer then stay in the sanctuary until they are finished then return to your seat.

## **HEAD DISTRIBUTORS**

Head Distributors work in conjunction with the Sacristan to make sure that all of the ministerial needs for the start of Mass are completed. They make sure that all of the distributors are signed in and are aware of any gaps that need to be adjusted at communion time. They are the final check prior to the start of Mass for the Ministers of the Eucharist and the stations are filled.

### **GUIDELINES**

1. Arrive 25 minutes ahead of time.
2. Check in with sacristan to let them know you are here and see if there are any special instructions for the day.
3. Go back to sign in place for stations to greet and thank people as they sign in to their station in assembly.
4. Double check with people that they are okay and know where they are going to distribute and the vessel they will be distributing-Body or Blood. Repeat to them where they have signed up and the station number.
5. Make sure that they pick up the proper colored cross.
6. Leave clipboard at 6 minutes until the start of mass if stations are still needed. Go to the announcer and let them know the number of distributors needed. The announcer will ask for volunteers to go to the foyer to fill in remaining stations. After telling announcer, return to foyer and continue with sign up.
7. Remain in foyer until stations are filled or until the start of the Opening Hymn then return to your place.
8. Next, come up at offertory time with the sacristan and stand by the credence table. Exceptions to this would be the 7:30 AM and 4:00 PM
9. Once washing of hands by Gift Family is completed move proper number of vessels to the altar and begin to separate hosts and wine into smaller vessels. Remember to subtract vessels for any unassigned stations.

10. If number of hosts and wine is too great, leave wine and bread in large vessels and move large vessels to credence table and return to place.
11. At communion time, go to the opposite side on the floor from the Sacristan. Then make sure 4 distributors are standing in the correct spot to distribute to remaining distributors.
12. Come up at the end of the Distributors and receive then make sure that all ministers have are covering the stations that are needed for that Mass
13. Also at this time make ready your reserve hosts from the tabernacle(s) if needed to make sure that communion does not take an extended period of time.
14. Send any distributors that come back early to large sections where running out of hosts may be an issue. (i.e. room 4 and 5) Also make sure that someone is ready to distribute to the musicians for 4:30, 7:30, 12:00 and 4:00 PM Mass times.
15. If you are not standing by the ambo, take large dish, empty flasks, water cruet, and hand washing materials to the back. Make sure the altar is cleared of everything. The only items left on the credence table are the Sacramentary and the gospel book holder.
16. Prepare the sacristy area for clean up. Open the pass through window and then stand by the tabernacle to receive empty dishes and to combine remaining consecrated hosts into ciboria.
17. Remember to ask one minister to help with clean up. You and the Sacristan will be the other people to help with clean up.
18. Close pass-through window as soon as possible.
19. Watch the handling of the consecrated hosts and the proper cleaning of the vessels into the sacrarium.
20. Unless directed otherwise sacristans at 4:30 or 4:00 PM Mass should make sure that vessels are placed back into the appropriate place in the closets.
21. Once everyone is departed, check one last time that everything is taken care of before returning to your seats. If the slide meditation or the priest is doing the closing prayer then stay in the sanctuary until they are finished then return to your seat.

22. Take crosses back once Masses is over.

Special Items for Sacristans and Head Distributor to be aware of in their ministry:

What to do in case of the Blood of Christ is dropped in the assembly?

Ask the distributor to show you the spot. Make sure that a cloth is placed over the place where the wine is spilled. After mass is over, if the goblet broke please be careful when picking up the glass, then do clean up of the spill by saturating the spot with water and then drying the spot with a purificator or hand drying cloth.

B) What to do in case a person asks to take communion home to a sick or shut-in? Ask them to go to the office and sign out a pyx. This is the only way for anyone to take home communion. Also make sure that they understand the process

What are your options in case you run out of Hosts in the tabernacle?

Go to the chapel tabernacle.

Instruct distributors to break Hosts.

Use hospital Hosts.

Use excess consecrated wine.

Ask the presider for his thoughts.

## **ANNOUNCERS**

The Announcers serve in the vital capacity of greeting the assembly before Mass begins. This role is very important in that it sets the tone for the celebration of the Eucharist. The role of the Announcer is to make all parishioners and guests feel welcome, which does affect the participation of all in the celebration. We strive to "put our best foot forward" by welcoming all who come to Good Shepherd to worship as sisters and brothers in Christ. The Announcer welcomes the assembly in the name of our entire parish family.

### **GUIDELINES**

1. Prepare your opening comments and read through all announcements prior to coming to church. You can download the announcements prior to the weekend by going to [www.good-shepherd.org](http://www.good-shepherd.org) then under church category and then announcements. Please remember to try and keep to the prepared introduction with a little of your own introduction mixed in. Bring your personal copy to church. If you forget, there is always an extra copy posted in the sacristy. If you use it, please be sure to put it back after Mass for others who may need it.

2. Arrive in the sacristy at least 15 minutes before Mass. Let the Sacristan know you are present. This also gives you time to see if there has been any minor change in the announcements authorized by Fr. Schmitz, Fr. Terry Smith, Steve Lindner, or Rick Hagee. Sign your name on the master schedule hanging in the sacristy and then return to your seat in the assembly. This seat should be close to the front and on an aisle on the ambo side, so as to move with ease to the ambo at the appropriate time.
3. Welcome and greet the people as you begin to make your announcements. Make the parish announcements. Stick to the words sent by the office, for there has been confusion caused at times when announcers have strayed from the text.
4. If an Usher or Presider approaches you with an emergency phone message or announcement that someone has left their lights on in the parking lot, make these prior to the prelude song.
5. Do not accept any addition to the announcements, unless it is signed by Fr. Schmitz (or stamped with his signature by the office), Fr. Terry Smith, Steve Lindner, or Rick Hagee. There have been instances of outside groups and unauthorized parish groups trying to have announcements made that were not appropriate. This removes you from the responsibility of whether to announce something questionable or wrong information.
6. Begin announcements exactly at five minutes prior to Mass time. With the number of worshipers we have, we must start on time. Go immediately to the pulpit from your seat within the assembly. Return to your seat among the assembly when finished with the announcements.
7. It is liturgically preferable that the Announcer and Lector not be the same individual (to indicate the separateness of church announcements from the Word of God in Scripture) but it is okay in special circumstances. If you are present to announce and the Lector does not come, effort should first be made by the sacristan to find a Lector from the assembly. If all other attempts fail, you may be asked to serve as a Lector.
8. If you are unable to keep your scheduled time, it is your responsibility to find a replacement! You are provided with a list and phone numbers. Please phone one of the other Announcers who are available at your Mass time. If none of them are available, please leave a message at the parish office (489-8815) telling them you were unable to find a replacement.
9. As with all who serve in the role of minister at our Masses, proper attire (business or business casual) is suitable to our appreciation and reverence for the Eucharist.

## **LECTORS**

We are nourished first by the Word of God, then by the celebration of the Eucharist.

In order to be truly nourished by God's Word, it is imperative that the proclamation of the Holy Scriptures be done in such a way that they bring the Word alive. Your role as Lector, then, is to proclaim the Scriptures in a way that will indeed nourish the entire assembly. Be prepared. It is the Word of God that you are proclaiming.

## **GUIDELINES**

### **Preparation of the Scripture Readings:**

1. Always prepare. ALWAYS PREPARE. All Lectors are issued a workbook and it is imperative that you use this to prepare your readings. This lector workbook will assist you in your preparation and pronunciation of the reading of Scripture. Take the time to reflect personally on the message and the power it has in other's lives and your own. Read each section out loud when you practice and consider recording yourself to hear pacing and tone of voice. Study the "word helps" in your lector workbook and be mindful of pronunciation, inflection and voice volume. Your caring preparation will be reflected in your confidence while proclaiming God's word. (A backup book of Biblical pronunciations is located in the sacristy, on the bookshelf, for review if needed.) Make certain that you are preparing the correct readings for the day. Remember the cycle we are in and look at the workbook for that reading.
2. Your dress, tone, and your very presence should draw attention to the proclamation of the Word of God, not to yourself. Your attire (business or business casual) is very important; dressing appropriate to the reverence we hold for the Eucharist will make it clear to the entire assembly the importance of your ministry as well as the dignity we wish to give to our celebration. It is important to establish eye contact with the assembly. Your voice should be strong, but not overpowering. It is important to be able to change your tone and your inflection to truly "tell the story," yet not come across as simply an actor.

### **During Mass:**

3. Lectors should arrive at least 15 minutes before Mass begins. Sign your name on the sheet in the sacristy and let the sacristan know you are here. This allows the Presider and the Sacristan to know that you are keeping your schedule and it gives you time to review the Scriptures, read the petitions, and discuss any special circumstances regarding the liturgy with the Presider. Two Lectors will be assigned at all Masses.

4. The duties will be divided as follows: The first Lector will carry the Book of the Gospels in the procession if a deacon is not present and proclaim the first reading, this will be the first person listed on the master schedule. The second person listed will be the second Lector and will proclaim the second reading and will read the petitions if no deacon is present. Come prepared to read either reading. If conformity to these guidelines is a difficulty please discuss the issue with the other lector.
5. No changes should be made to the petitions unless approved by Fr. Schmitz, Fr. Terry Smith, or Steve Lindner.
6. The Lectors follow the cross and candles (carried by the Gift Bearers) in the procession into church. When you arrive at the bottom of the steps of the altar, bow together and then continue to your place.
7. If a deacon is not present, the first Lector should hold the Book of the Gospels in such a way during the procession into church that it is obvious that we have a special reverence for it (design on cover facing to the front). If you are holding the Book of the Gospel then you do not bow or stop; you continue up the steps to the altar and place the Book of Gospels in the holder on the altar and then return to your place. Both Lectors remain in the assembly until the opening prayer is completed. Then move from your seats to the foot of the steps just to the left of the altar and right of the ambo and bow to the altar together. Then the first Lector goes to the ambo to proclaim the first reading and the second goes back to the seat in the sanctuary. While at the ambo to proclaim the Word, be sensitive that people are settling into their place. Pause briefly for some time and allow everyone to settle into being ready to hear the readings. This should be a slow count to 10 before starting. At the 9:00 a.m. Mass, with Liturgy of the Word dismissal for children, please make sure the children have fully exited before beginning. Upon completion of your reading, turn and go to the seat next to the second Lector in the sanctuary. Please do not turn the page or anything else with the lectionary.
8. The second Lector should stand and move to the ambo as the responsorial psalm is almost completed. Once the last word is sung begin to move to the ambo. If your timing is correct, you should be able to turn to your reading before the music dies out completely. Then pause briefly (count to 10 slowly) and make sure everyone is settled before you proclaim the second reading. Upon completion of your reading close the lectionary and place it on one of the shelves under the top.
9. If a Deacon is present then both you and the first Lector go down to your seats within the assembly
10. If no Deacon is present, then turn and return to your seat in the sanctuary.

11. If you have physical difficulty going up and down the steps then you may remain in the sanctuary and not come from the assembly.
12. Do not read the brief headlines that appear above the actual Scripture passages.
13. To begin, simply say, "A reading from the Book of ... Please "do not say, "Our first reading ... " Unless someone is late for Mass, they know which reading it is! Also, do not hold the Book up when saying the ending to the readings, which is "The Word of the Lord." Do not say, "This is the word of the Lord."
14. When it is time for the petitions and no Deacon is present, the second Lector should move to the ambo as the last words of the creed are finishing. Pull the petitions out and wait for the priest to say the opening prayer to the petitions. Read the petitions and then remain at the ambo until the closing "amen" is said to the petitions then both lectors return to seats in the assembly. No need to bow to the altar at this time.
15. The Book should remain at the ambo and is not part of the recessional. The reason for this is that "The Word of the Lord" is now with the people as they go out into the world. Lectors are not part of the recessional.
16. Your ministry plays an important role in the celebration of the Liturgy. If you are unable to keep your scheduled time, you are to phone one of the other Lectors who is available at your Mass time. You are provided with a list and their phone numbers.
17. Every year before the start of advent we order lector workbooks for everyone. Please make sure that you pick a book up.

## **USHER-GREETERS**

(Ministers of Hospitality)

The Ministers of Hospitality are commonly referred to as Usher-Greeters. This term does not adequately describe our volunteers, who greet people as they come into the church, who make certain hymnals and bulletins available, who make arrangements for the seating of the handicapped or special guests, and finally, who give special attention in case of emergency. They are indeed "ministers" who provide hospitality, and who make people feel welcome from the very moment they enter the building. This ministry is essential to our Sunday celebrations.

### **GUIDELINES**

1. Arrive about 20 minutes before Mass.
2. Captain: If the church feels too cold or hot, please let the office know and they will contact the maintenance person to address this issue.

3. Check the two loudspeaker switches controlling the back areas of the church on each side. The collection baskets should be placed on the floor under the large table or to the left side of the table on the floor.
4. One usher should be at each entrance of the church. Please remember that your ministry is one of hospitality; greet the people as they come in. Point out the hymnal racks or restrooms for visitors. Remain at the entrance to which you have been assigned to assist people.
5. Provide assistance for the seating of the elderly, the handicapped, or others with special needs. Remember that there is a wheelchair in the Take it or Leave it Room if needed. If the wheelchair is used please return it after Mass is over.
6. People confined to wheelchairs may enter any entrance they wish. You are asked to help them get to the row in which they wish to be seated. Remove one or more of the chairs, place the removed chair(s) in the confessional alcove, located by the statue of Mary, and direct the person and their family to that row. After Mass, replace any chairs from the alcove. We also have spots at the front of church where we have removed chairs for handicapped people to sit. The parish has "Reserved" signs (stored in the Take it or Leave it Room) to place on the chairs for the physically impaired. Once Mass is about to begin, if all the reserved chairs are not taken, remove the reserved signs and begin to seat people in that row. Also reserve two (2) seats on each side of the main aisle in the last row of church (near foyer). Remove seats as necessary for handicap access. When assisting elderly or physically impaired persons to their seats, ask if they would like to have communion brought to them at their seat.
7. Close all doors of the church as soon as the priest kisses the altar and moves to his place. This includes the glass doors to the Cry Room and the area near the kitchen. If doors remain open, noise carries into the church area from the foyer. Open doors also affect the heating and cooling conditions in the church.
8. Once the prelude song is over, we ask that the ushers move to the entrances that you are assigned. Please give people direction to areas for seating but do not physically seat people until the procession has entered in the church. Please do not be in main aisle during opening procession. Once the opening prayer is completed and the readings from Scripture begin, try to avoid any movement or the seating of people until after the homily. The people who arrive late may seat themselves. If someone requests your assistance, offer to help them during the responsorial psalm or after the homily. Once Mass has begun, ask late-comers to wait to be seated until appropriate and convenient times. Try to avoid any movement, seating of people, or talking during the readings

- from Scripture and the homily. However, between the first two readings, the singing of the Responsorial Psalm provides a good time for seating.
9. During the Prayers of the Faithful, prepare to take up the collection. When the Preparation of the Gift song begins, ushers doing the back sections of the church can start the passing of the baskets immediately. The people doing the section by the statue of Mary and organ section can also begin immediately. The center section should follow the Gift Family down the aisle and start the passing the basket as they reach the foot of the steps. Pass the collection baskets down the rows and then, as quickly as possible, collect the baskets when everyone has had a chance to contribute. Take the baskets that you have collected immediately to the parish office. Ask one of the receptionists to accompany you to the safe room. Deposit the money from your baskets into the chute in the top of the safe. Turn the handle and the money will drop into the locked safe. The receptionist will assist you. For insurance purposes, it is extremely important that all funds are held in a locked safe. Each usher must accompany the office receptionist to the safe and work with that person to deposit the contents of their baskets into the safe. When you finish with your baskets, return them to the appropriate place and resume your position in church.
  10. The table for the gifts can remain against the wall and the Gift Families can move to the wall to pick up the gifts.
  11. During communion, because all people are directed to go to the altar to receive, you will not need to dismiss row by row. Also because we have asked the Ministers of the Eucharist to sign into a specific station, there should be no need to direct people to stations unless they are unsure where they need to go. If a Minister of the Eucharist is finished in one area, direct him/her to any handicap or elderly in that section that could not come forward for communion before moving distributors to another station that may need assistance. Inform the Ministers of the Eucharist in some way (most easily by coming forward yourself) that their section is finished. This would be a good time for you to receive communion yourself and then take the distributor back with you.
  12. Remember to direct Ministers of the Eucharist to persons unable to come forward to receive Holy Communion after the section is completed unless the person is on the way to the back section.
  13. Doors to the church should remain closed until after the priest begins to come down the aisle. If an elderly person needs the doors opened then go ahead and do so but do not prop open the doors until the priest starts to move down the aisle.
  14. Assist in straightening bookracks after Mass. Assist in straightening the church, if needed (books left in seats, lost items, moved chairs, etc.). Take lost items to the office and give to the receptionist.

15. In case of an emergency - notify the office if there is a need to call 911 with location of the person in church and if assistance is being offered by a nurse or doctor from the assembly. All people should be moved out of the way for easy access of emergency personnel. A wheelchair is found in the Take-it or Leave-it Room. If the doctor or nurse who is helping the sick individual is asking for the Automatic Electronic Defibrillator, please get it from the usher's room or if in the Community Room on the wall by the maintenance area. If someone vomits, please let the front office know so that the maintenance person in the building can clean up the mess quickly.
16. If you are unable to be present on your assigned date, please try to find a substitute. Notify your captain of any problems with scheduling or if changes need to be made.

## **GIFT BEARERS**

Those who serve in the capacity of the Gift Bearer minister do so in the name of the entire assembly at the Mass. The gifts of bread and wine, which signify all the gifts of our lives that we offer to God, are brought forward to the table of the Lord as we begin the Liturgy of the Eucharist. Just as the bread and wine represent all our gifts, the Gift Bearers represent the entire Christian community gathered together to give praise and thanks to God.

## **GUIDELINES**

1. When scheduled as a Gift Bearer, please arrive at least 20 minutes before Mass begins. This will give you ample time to prepare the gifts and the altar. This will also give you time to ask the Sacristan any questions you may have for that Mass. The Sacristan is there to help you with set up and answer any questions concerning distribution of the bread and wine.
2. Please sign the master schedule hanging up in the sacristy when you arrive.
3. Make certain that the two candles on each side of the altar are lit. During the Easter season (Easter Sunday until Pentecost Sunday), please make certain the large Paschal candle is lit as well.
4. The purificator (a small, white folded cloth with an embossed cross) and the chalice are to be put in place on the table behind the altar. They are not carried up when the gifts are brought up during Mass. The cups for wine should be divided evenly and placed on the credence table.
5. The presider or sacristan will generally set out the chalice of the presider.
6. If he has not done so, feel free to ask him which one he would like. The chalice is usually not carried during the Presentation of the Gifts. If you have a large number of family members, not everyone needs to carry something. Remember, the act of coming forth to present the gifts is itself very significant.

7. The sacristan will calculate the amount of hosts and wine to be consecrated for the celebration of the Mass. The sacristan will make sure that you have the correct numbers of dishes for you to place on the credence table (behind the altar).
8. Fill one cruet or (decanter) with water, and place on the table behind the altar with the empty dishes for the hosts. The sacristan will fill two pitchers of wine and then you will place the wine pitchers on the table in the back of the church, along with the large dish of hosts you will be bringing forward to the altar at offertory time. If you have small children in your family who will be part of the procession, use your best judgment on whether they are able to carry items.
9. Prepare the pitcher of water, the empty bowl, and a small hand towel for the washing of the hands. Place them on the ledge outside the sacristy. Make certain the pitcher has water in it and that the bowl has been emptied of any water from any previous Mass.
10. The Gift Bearers are part of the procession at every Mass. You can have your entire family process in with the cross and the candles. The cross and candles lead the Lector and the presider in the procession at the beginning of Mass. Do not stop at the foot of the altar. Go immediately to where the candles and cross will be placed during the celebration. Once the items are in place, turn and face the altar if the priest has not bowed and started up the steps. Remain in place until the priest bows then the whole family bows to the altar and then move down the steps to where you are sitting.
11. Remember that your role in the celebration of the Eucharist is very important. As you bring up the gifts, you are symbolizing the "bringing forth" of the gifts of every member of the assembly so remember to bring them forward at a nice pace. Remove the lids from the pitchers of wine before you come forward and just leave them on the table. When the gifts are brought forward at the Masses and there are no servers, please make sure that you go right to the corner of the altar so the priest or deacon does not have to reach for the vessels. Then once your hands are empty, make sure that you go to the window where you placed the hand washing materials and then return again to the corner of the table. Once you have washed the priests hands just return the material to the window and then return to your seats.
12. It is imperative that you make arrangements with another Gift Bearer family to substitute, if you are not able to be present when you have been scheduled. If something comes up at the last minute, please call the parish office (489-8815) so that a replacement can be obtained.
13. Remember-the attire of your entire family should be appropriate for the dignity of the celebration of the Eucharist. Attire appropriate to the celebration of the Eucharist is a sign for the assembly that your role in

the celebration is one of importance as we gather to give honor and glory to the Lord.

## **Servers**

The following are guidelines for servers at Mass.

Your ministry is important, so it is important that you remember to dress appropriately because you are visible to all the other parishioners when you are on the altar. It is important to have proper posture and participation in the Mass when you are a server. Please eat something before you come to church so that when you are on the altar you don't pass out. If you have any questions at any point please do not hesitate to ask either myself, one of the priests, or deacons present.

1. Please Arrive 20 to 30 minutes ahead of time – three servers are needed for each Mass
2. There is a dress code: no sandals, flip flops, or crocs – shoes and socks are required along with dress pants or kaki pants – we ask that you don't wear jeans
3. When you come to the Sacristy, you will sign-in and let the Sacristan know that you are here.
4. Then go to the closet and put on your vestments and put chairs out if needed.
5. Come back to the sacristy vested and ready to help the sacristan with set up. One server will go down to the Low Gluten station and count the number of people who ask for the Low Gluten hosts, then inform the sacristan of the number receiving the Low Gluten host before you go out for the procession into Church.
6. Once everything is set-up, get the cross, candles and matches and go the bronze doors of the church to wait for the opening procession.
7. The procession starts when the presider tells you to start down the aisle. You will lead the procession. Fr. Schmitz and Fr. Smith want you to start as soon as the first words of the song are sung. The other priests usually wait for the first verse to be completed before you begin the procession into the church.
8. The tallest person carries the cross and the other two carry the candles. In procession down the aisle, you should go shoulder-to-shoulder with the cross in the middle. The cross should be elevated once you are out from underneath the short ceiling by the bronze doors.
9. When you get to the foot of the steps don't stop, just continue up the steps, and place the candles and cross in the holders and wait. When the priest and deacon bow to the altar, you bow to the altar. When they move to their seats, you take your seats.

10. The next thing you will do is the offertory. During the offertory, the two servers who carried the candles will go to the front of the altar with the priest or deacon to receive the gifts from the gift family. Each of you will take the pitcher of wine from the priest or deacon and then walk around to the side of the altar and hold the pitcher. The server who has the cross will take the Book of the Gospel stand off the altar and then pick up the chalice. The same server will pick up the water and hold it for the deacon or priest. Once the deacon or the priest takes the water and pours it in the pitchers, he will hand it back to the server. All three servers will bring back the hand washing items to the side of the altar. Wash the presider's hands and return the items to the window. When all this is completed, return to your seats. You will join in at the end of the line of the Eucharistic Ministers to receive communion. The sacristan will direct you to receive communion at the appropriate time.
11. After the priest and deacon have gone down to their stations to distribute communion, you will help the sacristan and head distributors clear the altar. Two servers will collect the distributors' crosses. Once you have done this, take the crosses into the sacristy and hang them on a door knob. Then return to your seat.
12. Once the deacon says "The mass is ended, go and peace to love and serve the Lord," or something like this, you will pick up the cross and candles and go to the foot of the steps and face the altar standing in the main aisle so that you are even with the second row of chairs. Watch the priest or deacon to signal you to move. It may be after they bow to the altar again at the foot of the steps, or it might be after they bow and kiss the altar and start down the steps.
13. Process out the same as you came in. When you get outside of the bronze doors, stand in front of the brown table and wait until all the people have stopped moving out the door. Then go back in and put the cross and candles back in place and go to the sacristy, take off your vestments and hang them up. Please help by putting your chairs back, and by helping the sacristan with any other clean up items as needed such as taking the crosses that you collect to the entrance outside of room 3.

If you are unable to make your scheduled time, please let me know as soon as possible or ask to switch with one of the other servers.

## **MINISTERS OF THE EUCHARIST (Distributors of Communion)**

In the Roman Catholic tradition, the action of coming forward to receive the

Eucharist is very important. This action involves GIVING and RECEIVING. As a Minister of the Eucharist, you distribute the physical bread that has become the Body of Christ and the physical wine that has become the blood of Christ. But your action also symbolizes the sharing of the Body and Blood of Christ. The entire assembly, the people of God, become the Body and Blood of Christ, and we make Christ present to one another. Therefore, what we do as part of our liturgical celebration is to be carried on in our daily lives. The Communion Rite at Mass demonstrates our interaction as the people of God sharing the gifts that God has bestowed on us.

Your ministry is essential to the celebration. Given the size of our assembly, it is important to have the proper number of Ministers of the Eucharist. Thus, you are asked always to make certain you are aware of the dates at which you are scheduled to distribute at Mass. If you have a conflict, it is your responsibility to contact a substitute. Please do not assume that someone will automatically take your place. Even though we ask all Ministers of the Eucharist to be aware of instances when there are not enough, we IMPLORE you to arrange for a substitute when you cannot be present. Remember that the celebration of the Eucharist is our central act of worship. It is the time when we gather together as a parish family to give praise and thanks to God. We should all be aware of the way in which our dress and our actions give dignity to this very important act of worship. Dressing in a manner that demonstrates the reverence and respect we have for the celebration of the Eucharist is the proper attire whenever we are serving in a ministerial role.

## GENERAL INSTRUCTIONS FOR THE ROMAN MISSAL-LITURGICAL PROTOCOL

The U.S. Bishops authorized the changes for implementation in January 2003. They were based on the new "General Instructions for the Roman Missal" which describes how the Eucharist should be celebrated in the Universal Catholic Church.

## THEOLOGICAL REFLECTION AND BASIS FOR "WHY THE CHANGES ARE BEING MADE?"

The overall basis is to increase REVERENCE for the true Body and Blood of Christ in the Eucharist. The following are ways in which to improve the vision of reverence.

### Fractioning Rite

The Fractioning Rite is when the consecrated host is broken up into pieces and put in individual dishes for distribution and similarly pouring of the consecrated wine into cups. This should be visible to the whole congregation

and be like the breaking of the bread, which Christ performed and offered to the Apostles at the Last Supper.

### Eucharistic Ministers Receive Communion before Distributing to Others

Order in which Communion is received: Celebrant/Priest, Deacon (if one present), Extraordinary Ministers, then Assembly.

As Jesus emptied Himself, so we empty ourselves to give to others.

Receive then give.

"The Body of Christ." "The Blood of Christ."

The Liturgy is in flux; it must grow or it will die.

### Assembly - Reverence in Reception of the Body and Blood

Individuals should show special reverence to the Real Presence and absorb it.

Step forward. After Distributor says "The Body of Christ", the person receiving then does a bow of the head, then upon raising their head they say, "Amen", then they receive communion, consume it, step to the Blood station and repeat.

### **IMPLICATION OF CHANGES AT GOOD SHEPHERD**

- 1) Please arrive to Mass 20 minutes prior to the start of Mass. Please go to the main foyer and sign in to the specific station that you will distribute that day. Pick up a cross based on the station you signed into - Bread – gold cord – Cup – red cord. The Head Eucharistic Minister will assist you if need be. Also remember we will ask you to sign in on the sheet in the order of priority for distribution. Then return to your seat once you have signed in to your station. Please remember your station.
- 2) At 5 minutes till the start of Mass if the announcer makes an announcement for more Eucharist Ministers and you are able to assist please go to the foyer to sign in.
- 3) After "Sign of Peace", Extraordinary Ministers of the Eucharist (EM) should move toward their positions at the foot of the altar or in the sanctuary by the credence table if they are to distribute to the rest of the distributors. The other EM's will form single lines at the foot of the altar stairs where the two side aisles meet the altar stairs. Those positions are list in the attached diagram.
- 4) The Sacristan or head distributor will make sure that 4 EM's are in the sanctuary to distribute to the other Eucharistic Ministers.
- 5) Note that some celebrants no longer leave the altar at the "Sign of Peace". Other Celebrants do come down from the altar and exchange the sign of peace with some of the congregation. This will not impact anything at this time because the only fractioning that is remaining is the large presider hosts.
- 6) The Celebrant will then receive the Eucharist and distribute the Eucharist to the Deacon. Then the Celebrant will give the hosts to the EM's standing behind the altar; the Deacon will give the cup to one of the

EM's on the altar and they will distribute the cup to others in the sanctuary. Finally, the 4 EM's on the altar receive from the Celebrant or Deacon/Sacristan one plate and one cup and then they move to the stations to the right and left side of the sanctuary for distribution of communion to the other EM's. The other EM's will then begin to process up the stairs to receive communion at the stations designated. (see diagram B)

- 7) After reception of the Eucharist, these EM's proceed to the side of the altar to receive their vessels. Please inform the person handing the vessels what you are Body or Blood of Christ.
- 8) From here, these EM's go to the stations that they signed in at the beginning of Mass.(see diagram)
- 9) For those EM's who cannot climb the stairs to receive the Eucharist (wheelchair bound or other physical disability), the two EM's on the altar on their side will come down and give the Eucharist to them and then once you have received move to the center of the floor just to the left or right of the altar and the sacristan or priest or deacon will bring you your vessel.
- 10) The stations for the Body and Blood of Christ are shown on the chart distributed to all Eucharistic Ministers. (see attached diagram A)
- 11) We will remind people if they cannot process in the direction of the altar we will bring communion to them. Remember to keep the flow of people happening by not putting more people in a particular station than necessary. In the back, do not double up as this creates a barrier to a good flow of people. The congregation will be encouraged to consume the Body of Christ as much as practical before consuming the Blood of Christ. The distributors say, "The Body of Christ" or "The Blood of Christ".
- 12) At 4:30pm Saturday Mass, 7:30 am, 12:00 pm and 4:00pm Mass times the first EM's by the piano and organ should remain by the piano and organ to distribute to the musicians.
- 13) The practice of dipping the Host in the Blood of Christ is not sanctioned; if a person tries to do this please stop them by covering the cup and inform them we do not allow intinction any more.
- 14) For Body of Christ dropped on the floor by accident, pick up and hold in hand for disposition by Sacristan after Mass. For Blood of Christ that spills on the floor, straddle the spot, place a purificator over the spot and alert the Sacristan to take care of it after Mass.
- 15) When EM's are finished at their respective stations, first look to the ushers to see if there are handicapped persons in your area who need the Body of Christ and Blood of Christ at their seats. Provide the Body of Christ first and then Blood of Christ.

- 16) Before returning to the altar, walk around to see if other stations need additional Body of Christ / Blood of Christ. Do not pour into another vessel. Either switch vessels or you take the person's place who is close to running out. The general rule is not to break Body of Christ when running out; however, it can be appropriate for up to 5 people maximum when help from other distributors is not likely on a timely basis. Do not, for example, break 5 hosts for 15 people.
- 17) Return to the sanctuary when distribution is complete. If two EM's are in the area, one should carry the other's vessel to the sanctuary to minimize number of people needing to be on the altar after the Eucharistic celebration. If you are able to consume the remaining Blood of Christ do so at your station before returning to the sanctuary. The person returning to the altar should go as quickly to the sanctuary as possible.
- 18) All plates with hosts will be given to a person at the Tabernacle. They will combine the remaining Body of Christ in front of the Tabernacle and then place the ciboriums in the tabernacle when everything is brought back from the assembly. Cups will be placed in the "pass-through" window as usual.
- 19) The Sacristan will ask 1 or 2 EM's to help with the clean up in the sacristy. The EM's must consume all of the remaining Blood of Christ from a Mass; if they cannot consume, they must alert the Celebrant and/ or Deacon to do so.
- 20) All EM's should leave the sanctuary/sacristy by the left side of the altar. Do not exit the sacristy through the door by the musicians.
- 21) Clean up in the sacristy. The sacrarium is the special covered sink (to the right in the sacristy) which drains to the ground and not to the sewer. The plates from the hosts may be stacked. Wipe off the bottom of each container with your fingers so the particles of hosts (if any) are brushed into the next plate. Then rinse the dish by filling partially with water and swirling and pouring into the sacrarium; this is done until particles are gone. Then the plate is dried with a towel. Similarly, the cups are rinsed until the remaining Blood of Christ is rinsed away and the water poured into the sacrarium. After this purification, the cup may be washed with soap and water and dried. This can be helpful to clean lipstick, etc. from the lip of the cup. The washings may be emptied into the regular sink. All the cups are sanitized weekly on Mondays.
- 22) The vessels are to be put away after clean up at the 4:30 and 4:00 pm Mass times, unless otherwise directed.