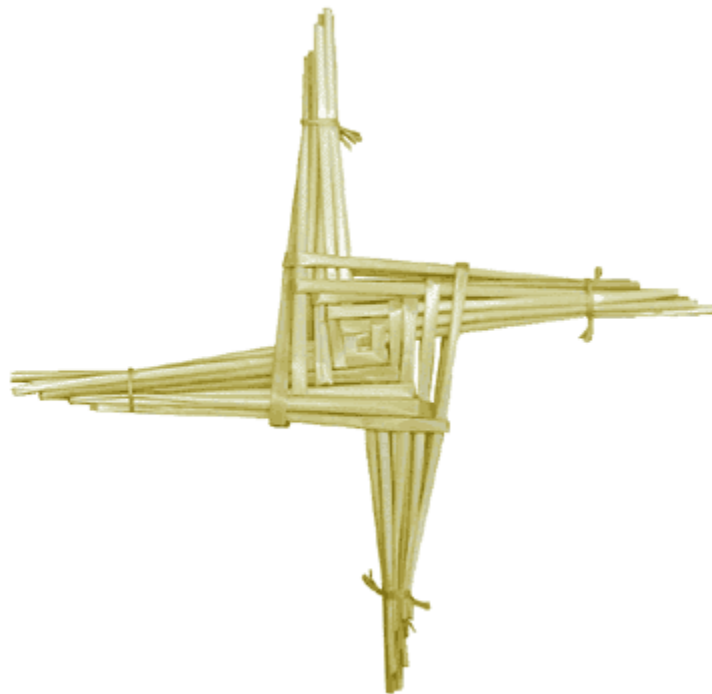

**St. Brigid of Kildare Parish
Liturgical Minister Information Manual**

**Prepared by the
Worship and Spiritual Life Committee**



Last Revised: April 28, 2008

TABLE OF CONTENTS

MINISTRY CAPTAIN	3
SPECIAL MINISTER OF THE EUCHARIST	6
ALTAR SERVER	13
LECTOR	21
USHER AND JUNIOR USHER	27
GREETER	31
GLOSSARY	33

Liturgical Ministry Captain

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility. We wish to thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

1. Role of the Liturgical Ministry Captain

The Liturgical Ministry Captain ministry serves the Parish community by coordinating the activities of all scheduled Liturgical Ministry roles at weekend Masses. This experienced and knowledgeable Minister greets each Liturgical Minister before Mass and assures that all roles are filled. The Liturgical Ministry Captain provides an atmosphere whereby the Presider and Deacon can perform their roles with a full complement of Liturgical Ministry support.

2. Responsibilities of the Liturgical Ministry Captain

- Greeting Liturgical Ministers (this includes Eucharistic Ministers, Lectors, Ushers, Greeters, and Altar Servers) as they arrive to Mass.
- Assuring proper use of the Liturgical Ministry sign in book.
- Providing guidance to newly trained Ministers and those who need assistance in the performance of their responsibilities.
- Fulfilling requests of the Presider or Deacon.
- Finding substitutes for all absent Ministers.
- Performing the role of substitute for Ministries that they have been commissioned.
- Providing an attendance summary to the Ministry Scheduler.
- Understanding the basic guidelines and procedures for all scheduled Ministries.

3. Scheduling

- Liturgical Ministry Captains are to arrive at least **20 minutes** early and sign in at the Liturgical Ministry sign in book found in the kitchen.

- Each Liturgical Ministry Captain is responsible for finding his or her own substitute.
- Liturgical Ministry Captains should understand the procedure for sign in and substitution.

4. Code of Conduct

- Before the liturgy begins, Liturgical Ministry Captains assure that the Liturgical Ministers are ready for the liturgy.
- When the liturgy ends, you provide appreciation and remain available for questions from Liturgical Ministers.
- As members of the assembly, you have a unique opportunity to model the true meaning of “full, active, and conscientious participation.” When you listen with attention, sing with enthusiasm and pray from your hearts, you encourage others to do the same.

5. Dress Code

- Dress appropriately for church in business or business casual attire, in a way that reflects the importance and dignity of the ministry.
- No shorts, jeans or very revealing dress. No cell phones or pagers.

6. Before the Liturgy

- Sign in at the Liturgical Ministry sign in book.
- Remain in the kitchen and Gathering Area of the Church to greet each Liturgical Minister.
- Assure that the Eucharistic Minister assigned to the reserve Eucharist is prepared to perform that responsibility.
- Find substitutes for absent Ministers.
- Once all scheduled Ministers or substitutes have signed the Liturgical Ministry sign in book, you should find a seat.
- If commissioned to do so, perform the role for an absent Minister, only when a substitute cannot be found.

7. During the Liturgy

- Participate fully in the Mass leading others by example of active participation.

8. Following the Liturgy

- After Mass, the Liturgical Ministry Captains should be available, in the kitchen, for questions.
- Express your appreciation to those who fulfilled their assigned Liturgical Ministry role.
- Assure that the Liturgical Ministry sign in book has been summarized to provide attendance information to the Liturgy Scheduler.
- Identify and communicate training opportunities to the respective Liturgy trainers.

EUCCHARISTIC MINISTER

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility to answer this call. We wish to thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

9. Role of the Eucharistic Minister

The lay faithful are called “extraordinary” ministers. They function only when recommended by their pastors and are designated by the bishop. This is a ministry of invitation, responsibility, and challenge. When we place the Body or Blood into the outstretched hands of our assemblies, we invite them to receive the Body and Blood of Christ. Our love for the Eucharist should be evident in a mature and lively faith, which enables us to bring Christ to all we meet even after the liturgy has ended.

10. Responsibilities of the Eucharistic Minister

- Learning the specifics of the liturgical space such as the names and location of the sacred vessels and cloths used during the distribution of Communion.
- Learning proper reverence for the Eucharistic elements.
- Learning when to come forward, where to stand, and what to say while ministering the Body and Blood of Christ.
- Learning how and when reserved hosts are taken to or from the tabernacle.
- Learning how and when the sacred vessels are cleaned after communion.
- Practicing to carry out these responsibilities with confidence and dignity.

11. Scheduling

- Schedules will be mailed or e-mailed to you. Each minister is responsible for finding his or her own substitute.

- Eucharistic Ministers are to arrive at least **15 Minutes** early. Please locate the Liturgical Ministry sign in book kept in the kitchen and enter your name in the space provided, then go and sit with your family.
- If you are late, please be sure to check the Liturgical Ministry sign in book kept in the kitchen to see if there are enough ministers. If someone has already signed in for you, then let that person serve in your place.
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.
- If you are checking to see if there are enough ministers for the Mass you are attending, please sign your name beside the minister's name for which you are substituting.

12. Code of Conduct

- Good hygiene should be followed. Hands and fingernails should be clean.
- No overpowering perfume or cologne should be used.

13. Dress Code

- Dress appropriately for church in business or business casual attire.
- No shorts, jeans or very revealing clothes. No cell phones or pagers.

14. Before the Liturgy

- Arrive in enough time to become calm and unhurried before the liturgy. Give yourself a few moments of private prayer to prepare for what you are about to do.
- Sign your name in the Liturgical Ministry book. This book can be found in the kitchen.
- Check for any changes or special instructions.
- A total of 11 special ministers are needed (except for 7:30 a.m. Mass when only 7 special ministers are needed). If there is a Deacon present for this Mass, then one less minister will be needed. See the exhibits at the end of this section showing positions where Eucharistic Ministers are to stand to receive Communion and to distribute Communion.

- We would like each minister to be a minister of both the Body and the Blood of Christ. Each minister should be comfortable with handling either responsibility.

15. During the Liturgy

- The **special minister listed in the Liturgical Ministry sign in book** (the name marked with an asterisk *) should leave the congregation to retrieve the reserve Eucharist that is kept in the Blessed Sacrament Chapel at the beginning of the Our Father. The Tabernacle in the Blessed Sacrament Chapel should be unlocked. Open the Tabernacle door, genuflect, and then bring the ciborium filled with the reserve Eucharist back to the altar in the main church. **Do not stop, bow, or genuflect when carrying the reserve Eucharist.** Come up the **side aisle**, without delay, and place the ciborium on the Altar.
- **Other Eucharistic Ministers** should come to the altar during the Sign of Peace. Please walk around to the side of the altar before coming up the steps. Try not to obstruct or distract from the Presider's action at the altar. Stand behind the altar in a straight line. Try to be up on the altar **BEFORE the Lamb of God begins.**
- **Never** take anything from the altar. What you are to carry or use will be handed to you by the Priest or Deacon.
- If no Deacon is present, the first Eucharistic Minister to receive the Body from the Presider may be asked to distribute the Precious Blood to the other Eucharistic Ministers. **Only assist, if asked to do so.**
- **Distribution Technique – Precious Blood** – Open the purificator and hold it under cup while waiting for each recipient. Hold up cup by the stem and say “The Blood of Christ.” (**NEVER ADDRESS the recipient by name**). While this practice may seem inhospitable, it can distract from the encounter the recipient is having with Christ in the Eucharist. After the response “Amen,” hand the cup to the person. While the person sips, move the purificator in your hand to a clean spot. Receive the cup back, wipe both the inside and the outside of the cup around its rim and then rotate the cup about a quarter turn. You are now ready for the next person in line.
- **Intinction** is not an acceptable practice to receive the Precious Blood, but if someone wishes to dip their host into the cup before consuming it, hold the

purificator under the lip to catch any drops. While this practice is not acceptable, do not take any actions that might distract the recipient or others from their encounter with Christ in the Eucharist.

- **Spillage** – If some of the Precious Blood is spilled, wipe the floor with the center of the purificator, and then continue. Do this with as little distraction to others as possible so as not to draw attention to the incident. Then continue to use the edge of the purificator to wipe the edge of the cup. If a whole cup is spilled, cover it with the purificator while having someone stand guard. Get more purificators from the sacristy to clean up.
- **Distribution Technique – Body** – Pick up the host with the index finger and thumb, hold it up in front of the person and say “The Body of Christ.” (**DO NOT call the person by name**). After the response of “Amen,” place the host in the hand or on the tongue (no pause in necessary).
- **When in doubt** – If in doubt about giving a host to someone (for instance, a small child), go ahead and give it. It is better to make a mistake in giving out the Eucharist rather than in refusing someone. However, this is rarely a problem.
- **Dropped Host** – If a host has touched someone’s mouth and falls, offer it to them again. If they seem reluctant, keep the dropped host and as soon as you are finished, dispose of the host in the sacrarium in the sacristy. If a host falls from the ciborium, pick it up and consume it. If a ciborium of hosts falls, pick them up, put them back in the ciborium and continue to use them.
- **Blessing of Children** – During communion, please do not bless children that are in the communion line with their parents.

16. After Communion

- Cup ministers return the cups to the credence table. Please consume any remaining Precious Blood at the credence table before returning to your seat.
- Follow the procedure for assisting with the purification of vessels. Place water from your cup in the priest’s chalice. Only the Priest or Deacon may consume this.
- Please **DO NOT put the purificator in the cup**. Precious Blood in the cup will stain the purificator. Fold the purificator and place it on top of the cup.

Do not crumple the purificator. Fold it as nicely as you can, then lay it on top of the cup.

- Host ministers return remaining hosts and bowl to the altar.
- The Presider or Deacon will combine the hosts into the ciborium.
- The person who brought the reserve Eucharist from the Blessed Sacrament Chapel should return the reserve ciborium. **Please do not stop, bow, or genuflect when returning the reserve host.** A server should lead you slowly down the center aisle. Once arriving at the Tabernacle, place the ciborium in the Tabernacle, genuflect, and then close the Tabernacle door. Do not remove the key except after 5:00 pm Mass on Saturday and 12:15 pm Mass on Sunday. Only then, return the key to the Sacristy.
- Other Eucharistic Ministers should remain where they are until the reserve Eucharist has left the main church. Only then should they return to their seats. If you must cross in front of the altar, bow once again before returning to your seat.

17. **Following the Liturgy**

- Please consume any remaining Eucharist and Precious Blood immediately after Mass at the Credence Table. Do not carry the Precious Blood to the kitchen to be consumed.
- All ministers are responsible for cleanup. Bring cups, chalice, wine decanter, purificators, rinse bowl, and bowls used for the Hosts to the kitchen.
- All Eucharistic Ministers can assist with the cleaning process in the kitchen. Please do not serve and leave immediately after Mass. There should be about four ministers helping. If you can't help, just let the other Eucharistic Ministers know.
- After 12:15 pm Mass on Sunday, the purified vessels should be returned to the Sacristy. Otherwise, return the cups, chalice, fresh purificators, rinse bowl, water, and towel to the credence table. The wine decanter and the large bowl should remain in the kitchen for the Sacristan to refill for the next Mass. Make sure you return enough vessels to accommodate the number of ministers for the next Mass.

Some tips to take care in handling of the vessels. Please avoid placing metals together to avoid scratching.

- Consume any noticeable Eucharist and precious blood at the credence table.
- Carry all vessels and soiled purificators to the kitchen. Wash, rinse, and dry all vessels with hot water and soap including cup and wine decanter.
- After 12:15 pm Mass on Sunday, please return all vessels to the Sacristy.
- Place soiled purificators into clothes hamper for laundering.

18. Communion for the Sick

Sometimes a person will have a pyx for one or more hosts. Give them the hosts they request (no words are necessary). Then distribute the Body of Christ to them.

Sometimes after Mass, a person will ask for a host to take home to a sick person. If they do not have a pyx, get them one from the Sacristy. Go to the Tabernacle, open the door, genuflect, retrieve a host, place it in the pyx, genuflect, close the door, and give them the pyx. (Please ask them to return the pyx to the Sacristy.)

19. Exhibit Showing Eucharistic Minister Positions

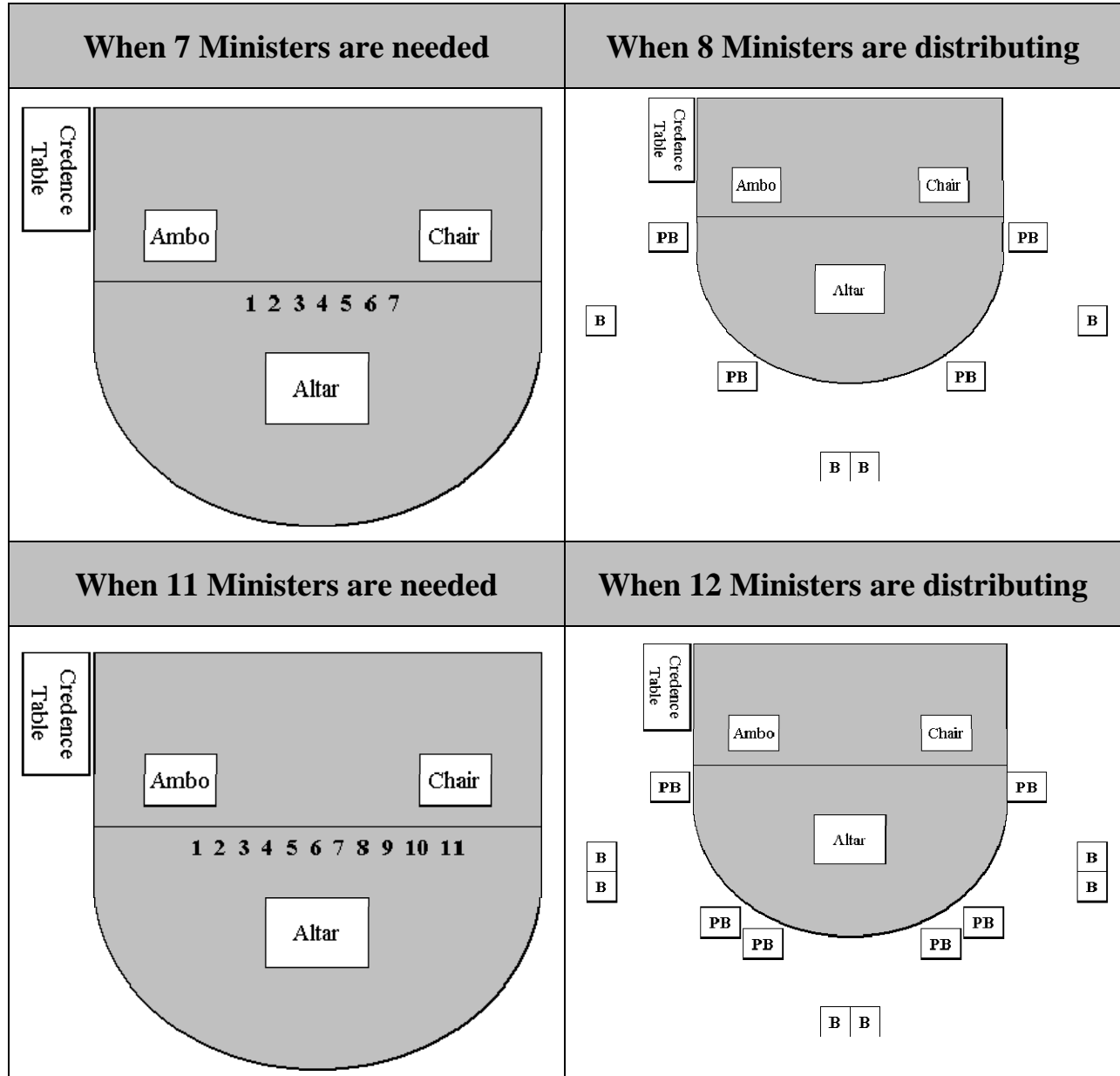


Exhibit Legend

B = Body

PB = Precious Blood

ALTAR SERVERS

1. Role of the Altar Server

For many centuries the altar server assisted the Presider during Mass and led the people in responding to the prayers. Altar servers perform an important liturgical function by assisting Presiders and Deacons before, during and after the liturgy, and serving as prayer leaders for the people.

Because altar servers are so visible to the assembly throughout the liturgy, they have a unique opportunity to model how and when to sit, stand and kneel. When they sing with enthusiasm and pray from their hearts, they encourage others to do the same. Of all the things that altar servers do during the Mass, perhaps none is more important than the good example they give to the assembly of how to pray with dignity and grace.

2. Responsibilities of the Altar Server

- Carrying the cross and candles in procession.
- Presenting the book to the Presider and holding it open for him.
- Assisting in preparing the altar for the Liturgy of the Eucharist.
- Assisting in receiving the gifts of the people.
- Assisting the Presider as he washes his hands.
- Receiving and arranging the vessels after communion.
- Preparing, carrying and presenting the vessels used for incense.
- Singing, praying and attentive listening along with the people.
- Practicing to carry out these responsibilities with confidence and dignity in the space where they will serve.

3. Scheduling

The responsibility of being an altar server is a serious commitment. There must be a partnership with the server and his or her parents. In most cases the server's parents will have to provide transportation to and from church.

- Altar servers are to arrive at least **15 MINUTES** early to sign in at the Liturgical Ministry sign in book.
- **Each server is responsible for finding his or her own substitute.**
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.
- Mark your calendar as soon as you receive the ministry schedule. Keep your roster to call for a substitution, when necessary. Do not call the rectory, the Deacon or the Liturgist, if you cannot make your assigned time. Excessive absences, without substitution, will result in removal from the altar server roster.

4. Code of Conduct

- **Walking** – Walk with a straight back and head held high.
- **Kneeling** – Body should be upright and hands in front of your chest.
- **Standing** – Stand straight with both feet firmly planted on the floor. Leaning against furniture, walls, or slouching is inappropriate posture.
- **Sitting** – Sit down in the chair or pew carefully and quietly. Sit tall and place your hands in your lap in a relaxed manner.
- **Hands** – Hands should be kept joined in front of your chest unless you are sitting down or carrying something (candle, cross, etc.).
- **Eyes** – Look toward the place where the action is happening during the Mass, whether it be the celebrant's chair, the ambo, or the altar. Listen to the lector proclaiming the Word of God. In the same respect, look and listen to the Presider and the other ministers as they speak and act in the sanctuary.
- There should be no talking during Mass unless it is absolutely necessary.
- If you remember nothing else, your Altar Server role can be characterized as **RSVP - Reverent Servant** – to the Eucharist, altar, Presider, and Deacon, and a **Vital Participant** – setting an example to others in the congregation.

5. Dress Code

- Dress properly and respectfully even though you will be wearing an alb. Shoes should be clean and quiet. Athletic shoes and noisy hard heels are not preferred.
- Altar servers wear an alb, cincture and cross. The alb should be long enough to cover your ankles. The cincture should be tied and hung from the left hip of the altar server.

6. Before the Liturgy

- Arrive at church **15 minutes** before Mass begins.
- Sign your name in the Liturgical Ministry sign in book found in the kitchen.
- Vest as soon as possible.
 - Albs, crosses and cinctures are in the large closets in the storage area behind the main sanctuary.
 - Make sure albs fit properly. All buttons should be snapped. The cincture knot should be on your left side. The cross should be around your neck and underneath the hood.
- Light all candles, using the gold taper (the gold candle lighter), located in the sanctuary space. The Easter candle is lit only during the Easter season.
- Assure that the credence table has been set.
 - The main chalice and six (6) cups (4 at 7:30 Mass).
 - Six (7) white purificators (4 at 7:30 Mass).
 - Five (5) patens or bowls (3 at 7:30 Mass).
 - A water cruet (a small bottle of water).
 - A clean finger bowl (for the Presider to wash his hands).
 - A towel for the Presider to wipe his hands.
- Assign the roles for each altar server to perform (e.g., cross-bearer, candle-bearers, mentors, book-holder, incense-holder, etc). The mentor role is one of providing direction and support for the younger altar servers. The other roles should be assigned by the mentor with the intent to provide each server

with a variety of experience in all roles. (For example, the mentors should ask whether a server has ever been the cross-bearer, and if not, assign that role to the server).

- Check with the Presider or Deacon to see if they need any other preparations for Mass (e.g., incense, books carried, etc).
- Take the processional cross and candles to the back of the church and wait for the procession.

7. Beginning of Mass

- **ENTRANCE PROCESSION** – When the Mass is ready to begin, walk shoulder to shoulder with your partner, hands folded or joined in front of your chest if you are not carrying a candle or cross. Walk slowly and dignified in a straight line.
- **PROCESSIONAL ORDER**
 - Cross-bearer walks at a regular pace as soon as the music begins.
 - Candle-bearers walk side-by-side at regular pace approximately 2 or 3 pews behind the cross-bearer.
 - Mentors follow the cross-bearer or candle-bearer being mentored.
 - Cross-bearer stays in the center and stops just about 10 feet before the steps.
 - Candle-bearers split wide to the right or left of the cross-bearer and directly at the foot of the steps.
 - **If you have a cross, candle or incense...Do Not Bow – EVER!**
 - Wait for the Presider, Deacon, and Lector to arrive and bow, then go directly to put your cross and candles in their proper places.
 - The cross is placed behind the sanctuary wall on the cross stand.
 - Candles are placed in the Blessed Mother Chapel near the statue of Mary.
 - To get to your places, always walk behind the sanctuary wall. Never walk in front of the ambo or the Presider chair.

- The cross-bearer and mentor sit in the pew or stool behind the ambo, that is, the West side of church.
- The candle-bearers and mentor(s) sit in the pew behind the Presider and Deacon, that is, the East side of church.
- **HOLDING THE SACRAMENTARY** – Stand in front of the Presider after the opening song is finished. The Sacramentary must be held so the Presider can reach it and read from it easily. The bottom of the book must be held firmly with both hands, with the top leaning against the upper part of your chest. **Make sure the book is right side up.** Any server who is not holding the Sacramentary at this time must stand at his or her place and be attentive to the Presider. After the opening prayer, the other servers wait for the server holding the book to return to his place. Then all sit down together.

8. Liturgy of the Word

- Sit quietly and listen attentively to the Scripture readings. Set a good example for the parishioners attending Mass.
- Participate in the Mass singing the responses with the people and saying "Thanks Be to God!" after the scripture readings. After the Presider or Deacon has finished reading the Gospel, respond with "Praise to you, Lord Jesus Christ".
- Listen attentively to the homily. Pray the Profession of Faith with the parishioners. Respond after each general intercession with "Lord, hear our prayer".

9. Liturgy of the Eucharist

- **PROCESSION WITH GIFTS and PREPARATION OF THE ALTAR** – As soon as the Deacon or Presider goes to the altar, the candle bearer goes to the altar and places the Sacramentary on the altar. He or she then goes back to their seat. The other candle-bearer should remain in his or her seat.
- While the candle bearer is placing the book on the East side of the altar, the cross-bearer should be going to the credence table. The cross-bearer should get the chalice, the water and one purificator. He or she should place all of these on the altar.

- When the Presider goes down to the front of the Sanctuary space to receive the gifts of bread and wine, the two candle-bearers should accompany him. The Presider will receive the gifts and hand them to the servers. Wait until all the gifts have been received and take them to the altar.
- The bread should be handed to the Presider or placed in the center of the altar. The wine should be placed to the West side (right) of the bread.
- While the two candle-bearers are assisting the Presider with the gifts, the cross-bearer should be getting the finger bowl and the towel. After the gifts have been placed on the altar, the three servers should all be standing on the west side of the altar, side by side; each server should have one of the following: water, finger bowl and towel.
- Remember to walk together gracefully to the credence table and back to the Presider.
- When finished with the Preparation of the Gifts stand at the bottom of the Sanctuary steps, on the West side of the altar. Please stand reverently, hands folded, both feet planted on the floor.

10. The Eucharistic Prayer

- Participate with the Presider and parishioners responding with the preface prayers, singing the Holy, Memorial Acclamation, Great Amen and praying the Lord's Prayer. Kneel following the Holy and remain kneeling until after the Great Amen.

11. The Communion Rite

- The altar servers should approach the Presider and shake hands during the Sign of Peace. Shake hands with your partner servers or with anyone else who is nearby such as the Deacon or another assisting Presider.
- After the handshake, all three servers should proceed to the credence table. Carry to the altar, the extra chalices and patens (the trays or bowls which hold the Eucharistic bread) and the white purificators. Place the chalices and purificators in a row on the far west side of the altar. Place the patens in a row on the East side of the altar. Go back to your standing place – on the top step of the West side of the sanctuary space.

- Join in singing the Lamb of God after the Sign of Peace.
- After you have received communion return to your seat and join in singing the Communion Song.
- Clear the altar after everyone has finished communion. The candle-bearer should return with the Sacramentary to his or her seat. The other servers should assist the Presider or Deacon in clearing the chalices, patens and purificators from the altar to the credence table.
- Once the Eucharist has returned to the altar, the cross-bearer should process with a candle to the front of the altar. The server should face the altar until the Eucharistic Minister begins to walk from the altar. Then, the altar server should turn and lead the Eucharistic Minister to the back of the church in a reverent procession pace. Walk slowly to the Tabernacle in the Blessed Sacrament Chapel, and then return the candle to its holder.
- After communion, the Presider may sit for a few minutes praying silently. Follow the Presider, sitting tall and praying silently.
- If the Presider resumes the Mass before the cross-bearer returns with the candle, the cross bearer should remain near the credence table until after the blessing.

12. End of Mass

- The candle-bearer goes to the Presider when he says, “Let us pray...” The book-holder should stand firmly, both feet planted on the floor, holding the book firmly with both hands. He returns to his seat after the Presider has given his blessing. If you are not holding the book, make a reverent sign of the cross when the Presider gives the blessing.
- **DISMISSAL RITE**
 - Get in position, immediately following the blessing. Do not wait for the Presider or Deacon.
 - The candle-bearers go around the back, behind the sanctuary wall to get their two candles. The cross-bearer goes to the cross-stand to get the cross.
 - Do not wait for the Presider and Deacon to come to the front steps. One of the candle-bearers leads the cross-bearer, followed by the

other candle-bearer. Stand at the foot of the steps, in the same position as when you arrived in the church at the beginning of Mass, facing the altar.

- When the Presider and Deacon arrive at the foot of the steps they will bow. Do not bow. After the Presider bows, the cross-bearer turns and leads everyone out. The candle-bearers follow about two to three pews behind the cross-bearer.

13. Following the Mass

- Once you have left the Sanctuary, proceed with reverence and courtesy to return the cross and candles to their proper places behind the sanctuary. Do not disrobe until everything is done.
- Extinguish candles with a taper after the Mass.
- Ask the Eucharistic Ministers if they need help in clearing, cleaning, and returning items to the credence table.
- Remove your alb, cincture and cross. Place the alb on a hangar, secure the snap and hang it in the correct-sized section. Avoid loud talking before or after the Mass, so as not to disturb parishioners who are praying.

LECTOR

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility to answer this call. We wish to thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

1. Role of the Lector

Those who proclaim God's Word in the liturgy are ministers. When you answer the call to be a minister of the Word, you enter a deeper responsibility with God revealed in sacred scripture. You take upon yourself the awesome duty and privilege of speaking God's message. Your proclamation enables God's word to achieve the purpose for which it was sent.

Proclaiming the Word of God has always been a fundamental part of the Catholic Liturgy. God's Word continues to reach the ears of the weary through the voice of the Lector for when the Scriptures are proclaimed in Church, God himself is speaking to his people.

2. Responsibilities of the Lector

- Proclaim God's word to the assembled faith community.
- Learn the basics of public speaking.
- Learn to work with a microphone. The microphone at the Ambo is adjustable by moving the neck to the desired position. All speech should be aimed directly into the microphone.
- Practice moving with grace and dignity.
- Become familiar with the arrangement and reverent handling of the sacred books.
- A basic knowledge of the structure and theology of the Mass.
- Prayerfully study all three readings from the Workbook in advance, including margin notes, pronunciations, and storylines. Become familiar

with the connection between the three readings, and the flow of each. Remember, you should be prepared to proclaim both readings.

- Practice aloud at the same volume used in church.

3. Scheduling

- Lectors should arrive at least **15 minutes** early and sign in at the Liturgical Ministry sign in book found in the kitchen.
- Each Lector is responsible for finding his or her own substitute.
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.

4. Code of Conduct

- Proclaim each reading exactly as contained in the Lectionary, without changes or additions of any kind.
- Eye contact is not necessary for effective proclamation. Clear and correct pronunciation and an unhurried pace are very important.

5. Dress Code

- Dress appropriately for church in business or business casual attire.
- No shorts, jeans or very revealing dress. No cell phones or pagers.

6. Before the Liturgy

- Sign in at the Liturgical Ministry sign in book.
- If you are the **Commentator**, retrieve the Mass-specific Commentator Notes located inside the folder next to the sign in book and become familiar with its content. Seek out proper pronunciations of all names and locations. Keep this page with you for the opening announcements and then discard after Mass.
- If you are the **Commentator**, proceed to the side platform and test the microphone; make necessary adjustments or seek assistance. Take a seat with your family near the podium and on the aisle.

- If you are the **First or Second Lector**, test the Ambo microphone and ensure Lectionary is open to proper first reading. This pre-Mass trip to the Ambo can be made from the side. Seek assistance if anything is not correct or unavailable. Take your seat on an aisle for the beginning of Mass.
- If you are the **Petitions Reader**, retrieve the gray book next to the sign-in book and pre-read the daily Petitions. Place the gray book at your seat, and return to the Gathering Area for the procession. If there is a Deacon assisting at your Mass, the Deacon will proclaim the prayers of the faithful. As such, he will have the gray book up near the Presider chair.

7. Processor (Second Lector)

- Prior to Mass, ensure the cradle is positioned on the Altar, near the front and center.
- Just prior to Mass, take your position in the back of church with the Presider and Altar Servers, with the Book of Gospels in hand. If a Deacon is assisting the Presider at your Mass, you do not need to process in with the Presider, just go and sit with your family.
- Position yourself just in front of the Presider and behind the Altar Servers. Note that if there is a Children's Liturgy at this Mass, that Minister will process in as well and will be positioned in front of you and just behind the Altar Servers.
- During the procession, hold the Book of Gospels with both hands high and in front of you with the front of the Book facing forward. Your line of site will be under the raised book.
- As you approach the Altar, continue up the three steps and to the Altar. Turn the Book around so the front is facing the congregation and place it in the cradle on the Altar.
- Step back down the three steps and turn around to face the Altar next to the Presider. Bow with the Presider. Wait for him to proceed up the steps. Then proceed to your seat. Be aware of your hands during your walk; they should be folded in a reverent position.

8. Commentator (First Lector)

- Upon arriving at Mass, pre-read Commentator Notes, clarify all pronunciations, and ensure side podium microphone is adjusted properly.
- Prior to mass, sit or stand near the commentator podium and wait for the signal from the Presider or Deacon to begin. Step up on the podium and begin.
- Note this microphone requires close speaking – approximately 1-2 inches away – for best results.
- Read clearly and with the appropriate pace and emotion. Pause cleanly between topics, as a broad variety of topics are common.
- A caution – **do not to read the ‘Mass Intention’ as if the person(s) is deceased. In many cases, Mass intentions are for those living.**
- Take your seat when complete.

9. First Lector

- Before Mass, ensure Ambo microphone is working and book is open to correct First Reading.
- During the Mass, the First Lector should approach the Ambo after everyone is seated and the children have vacated for the Liturgy of the Word for Children (if applicable).
- Proceed to the center and up the three steps in front of the Altar. Bow toward the Book of Gospels on the Altar while standing on the carpet immediately in front of the Altar. Walk to your left around the Altar toward the Ambo.
- During this and the return trip to the Altar and your seat, keep your hands folded in a reverent position.
- Adjust the microphone to your height and assume a proper posture. This microphone picks up your voice well from a normal, standing distance (10-12 inches away). Also, remember the Ambo is open below, so the position of your legs and feet will be noticed.
- While delivering, ensure pace is deliberate and volume is sufficient.

- It is not required for you to look up at any time during your proclamation. It may help your delivery if you keep your eyes focused on the reading. If you feel comfortable, you may look up at appropriate times during the reading.
- End by proclaiming, “The Word of the Lord,” pausing slightly before that final phrase to give obvious closure to the Reading. It would be appropriate to look up during this closing phrase.
- For 7:30 am Mass only, the First Lector reads the Responsorial Psalm.
- Ensure the page is turned to the second reading.
- Proceed in the same direction back to the front of the Altar, bow while standing on the carpet and walk back to your seat.

10. Second Lector

- Before Mass, ensure Ambo microphone is working, and check that the second reading is correctly positioned. Ensure the page is turned back to the correct First Reading.
- During the Mass, the Second Lector should approach the Ambo after the Responsorial Psalm is complete. If the Cantor sings the Responsorial from the Ambo, wait until he or she is seated before proceeding from your seat.
- Proceed to the center and up the three steps in front of the Altar. Bow toward the Book of Gospels on the Altar while standing on the carpet immediately in front of the Altar. Walk to your left around the Altar toward the Ambo.
- During this and the return trip to the Altar and your seat, keep your hands folded in a reverent position.
- Adjust the microphone to your height and assume a proper posture. This microphone picks up your voice well from a normal, standing distance (10-12 inches away). Also, remember the Ambo is open below, so the position of your legs and feet will be noticed.
- While delivering, ensure pace is deliberate and volume is sufficient.
- It is not required for you to look up at any time during your proclamation. It may help your delivery if you keep your eyes focused on the reading. If you feel comfortable, you may look up at appropriate times during the reading.

- End by proclaiming, “The Word of the Lord,” pausing slightly before that final phrase to give obvious closure to the Reading. It would be appropriate to look up during this closing phrase.
- When finished, close book and place it inside the Ambo drawer. The lid is heavy; please be careful not to slam it.
- Proceed in the same direction back to the front of the Altar, bow while standing on the carpet and walk back to your seat.

11. Petitions Reader (Second Lector)

- Before Mass, ensure you have the gray book, and you have familiarized yourself with the petitions. Remember, the Deacon will read the petitions, if he is assisting at your Mass.
- Move toward side of Ambo at the bottom of the steps during the Creed. Near the end of the Creed, proceed up the side to the Ambo. Be prepared to speak after the Presider has introduced this segment.
- Adjust the microphone to your height and assume a proper posture. This microphone picks up your voice well from a normal, standing distance (10-12 inches away). Also, remember the Ambo is open below, so the position of your legs and feet will be noticed.
- It is not necessary to include the Mass intention (by person’s name) during the reading of the Petitions.
- After “For those intentions we offer in the silence of our hearts,” pause 8-10 seconds before the final, “We pray to the Lord.”
- When complete, remain standing reverently at Ambo until the Presider has completed the closing Petitions prayer. Then proceed immediately to the right, down the steps and back to your seat.

12. Following the Mass

- Place the Lectionary on the top of the Ambo and open to the correct page.
- Return the cradle to the Altar.
- Return the Book of the Gospels to the podium in the Gathering Area.

USHER and JUNIOR USHER

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility. We wish to thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

1. Role of the Usher

Ministers of Usher serve the community by recognizing, welcoming and caring for each member of the assembly as if that person were Christ. Just as we greet guests to our homes, make them feel welcome and tend to their needs, so do the ministers of hospitality make the members of the assembly feel welcome and comfortable as they gather each Sunday.

2. Responsibilities of the Usher

- Greeting people as they arrive.
- Escorting people to their seats.
- Gathering and securing the collection.
- Assisting in taking gifts of bread and wine to the altar.
- Handing out bulletins at the conclusion of Sunday Mass.
- Becoming familiar with the operation of the physical plant (i.e. lighting, heating/cooling, sound and alarm systems, and location of the rest rooms).
- Knowing how to respond to emergency situations (i.e. how to contact police, fire, ambulance).
- Practicing to carry out these responsibilities with confidence and dignity in the space where you serve.

3. Scheduling

- Ushers are to arrive at least **15 minutes** early and sign in at the Liturgical Ministry sign in book found in the kitchen.
- Each usher is responsible for finding his or her own substitute.

- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.
- Ushers should know the location of the first aid kit, cleaning supplies, telephone, Children's room volume key and fire alarm key.

4. Code of Conduct

- Before the liturgy begins, ushers are on hand to make sure the church is ready for the liturgy.
- During the liturgy, you attend to the needs of the celebration while remaining alert to the needs of the people.
- When the liturgy ends, you send people on their way with a friendly invitation to return.
- As members of the assembly, you have a unique opportunity to model the true meaning of "full, active, and conscientious participation." When you listen with attention, sing with enthusiasm and pray from your hearts, you encourage others to do the same.

5. Dress Code

- Dress appropriately for church in business or business casual attire, in a way that reflects the importance and dignity of the ministry.
- No shorts, jeans or very revealing dress. No cell phones or pagers.

6. Before the Liturgy

- Sign in at the Liturgical Ministry sign in book and get your Usher badge.
- Take time to become calm and unhurried before the liturgy begins.
- During the gathering of the assembly, these moments are perhaps the most important time for ministers of usher. A smile and friendly "hello" should greet everyone who enters so that all feel welcome.
- Prior to the start of Mass, one usher should check with the Presider to see if there are any special arrangements or instructions for that Mass (i.e. extra collection, Bishops Annual Appeal, First Communion).

- A family should be selected to bring up the gifts and the procedure reviewed with them especially if they have not done this before.
- All inside doors should be closed as the Presider processes to the Altar.
- All outside doors should be closed to maintain a consistent temperature within the church.
- Ushers should position themselves in the church to seat parishioners as they arrive.
- The ushers should escort parishioners to their seats. **There should be no seating during the readings, the gospel or during the homily.**

7. During the Liturgy

- After the General Intercessions, the assembly sits and the ushers approach the altar to begin the collection. It is important that all areas of the church are covered (i.e. cry room, Chapel, gathering space).
- When the collection begins, the gift bearers gather at the gifts table. Instruct the family that after presenting the gifts of bread and wine to the Presider, they should bow to the altar and return to their seats. Express your thanks to the family.
- At the 9:00, 10:45 a.m. and 12:15 p.m. Masses, notify the Catechist when the Homily has concluded. Invite the children who attended Liturgy of the Word for Children to return to their seats immediately following the Presentation of the Gifts.
- As the Eucharistic Ministers are receiving Communion, the ushers should proceed forward toward the altar and begin guiding the assembly.
- The ushers should be the last ones to receive Communion.
- The location of the ushers will depend on the Mass and number of Eucharistic Ministers.
- The ushers should be alert to assist anyone who has difficulty walking to receive the Eucharist.
- Following Communion, open the double doors for the Altar Server and Eucharistic Minister returning the Ciborium to the Blessed Sacrament Chapel.

- After the final blessing, the ushers should open the inner doors and position themselves to distribute bulletins.
- As the Presider processes back to the Gathering Area of the church, the bells should be rung.

8. Following the Liturgy

- The bells should be turned off after the congregation has left the Church.
- After Mass, the ushers should make sure all hymnals and kneelers are returned to their original position.
- Any items left behind should be moved to “lost and found” or thrown away.

9. Posture (Junior Usher)

- **WALKING:** Walk with a straight back and head held high.
- **KNEELING:** Body should be upright and hands in front of your chest.
- **STANDING;** Stand straight with both feet firmly planted on the floor. Leaning against furniture, walls, or slouching is inappropriate posture.
- **SITTING;** Sit down in the chair or pew carefully and quietly. Sit tall and place your hands in your lap in a relaxed manner.
- **HANDS:** Hands should be kept by your side.
- **EYES:** Look toward the place where the action is happening during the Mass. Listen to the celebration and the lectors. In the same respect, look and listen to the priest and the other ministers as they speak and act in the sanctuary.

GREETER

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility to answer this call. We wish to thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

1. Role of the Greeter

The Ministers of Greeter serve the community by recognizing, welcoming and caring for each member of the assembly as if that person were Christ. Just as we greet guests to our homes, make them feel welcome and tend to their needs, so do these ministers help the members of the assembly feel welcome and comfortable as they gather for each Liturgy.

2. Responsibilities of the Greeter

- Greeting people as they arrive.
- Knowing how to respond to emergency situations (i.e. how to contact police, fire, and ambulance).
- Understand who the ushers are for the service you are attending in the event they are needed to assist you.

3. Scheduling

- Greeters are to arrive at least **15 minutes** early and sign in at the Liturgical Ministry Book.
- Each greeter is responsible to find his or her own substitute.
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.

4. Code of Conduct

- Just as we greet guests to our homes, help them feel welcome and tend to their needs, so do the ministers of greeter help the members of the assembly feel welcome and comfortable as they gather for each Liturgy.
- Greeters meet people at the door and welcome them in the name of Christ.

5. Dress Code

- Dress appropriately for church in business or business casual attire.
- No shorts, jeans or very revealing dress. No cell phones or pagers.

6. Before the Liturgy

- Sign in at the Liturgical Ministry sign in book found in the kitchen.
- Greeters are to wear greeter badges located in the kitchen.
- Take time to become calm and unhurried before the liturgy begins.
- During the gathering of the assembly, the moments when people are arriving and gathering in the church are perhaps the most important time for ministers of greeter.
- A smile and warm “hello” should greet everyone who enters so that all feel welcome.

7. During the Liturgy

- As members of the assembly, you have a unique opportunity to model the true meaning of “full, active, and conscientious participation.”
- When you listen with attention, sing with enthusiasm and pray from your heart, you encourage others to do the same.

8. Following the Liturgy

- When the liturgy ends, the greeter sends the people on their way with a friendly invitation to return next week.

GLOSSARY

Liturgical Ministers

Altar Server – Those who assist the Presider and Deacon before, during and after the Mass on the altar. At weekend Masses, the Altar Server serves as either a cross-bearer or candle-bearer.

Cantor – This is the leader of song. This person leads the hymns, acclamations and responsorial psalm.

Deacon – When present, the Deacon usually proclaims the Gospel, preaches, prepares the gifts for the Eucharist and helps distribute Communion.

Eucharistic Minister – Formally called Extraordinary Ministers of the Eucharist, they prepare the bread and wine and all the sacred vessels for the Eucharistic Celebration. They serve the Body and Blood of Christ to the gathered assembly and to the homebound.

Gift Bearer – Individuals or families chosen to offer the gifts of bread and wine during Mass.

Greeter – Welcome the community as they arrive for Mass.

Lector – This is the person who proclaims the Scripture readings.

Presider – This is the priest who presides over the celebration of the Mass. Sometimes, at what is called a concelebrated Mass, there can be more than one priest.

Sacristan – Those who prepare the worship space for Liturgical Celebrations.

Usher – Try to be sure everyone is comfortably seated and take up the collection.

Service Books

Book of the Gospels – This book contains the Gospel readings (taken from the Lectionary). If there is a Deacon present, he will carry the Book of the Gospels in the entrance procession. This book is accorded greater respect than any other books or readings.

Lectionary – This book contains all the Scripture readings for Mass. This is the book that the Lector proclaims.

Sacramentary – This is a large book which contains the words which the Presider uses during Mass, except the Scripture readings.

Sanctuary Area

Ambo – This is the place from which the Scripture readings and the Gospel are proclaimed and the homily is given.

Credence Table – This is a rather small table on which is kept the water, vessels and purificators used to set the altar.

Gathering Area – This is the space at the back of Church where the Mass procession begins.

Gifts Table – This is the table where the bread and wine are kept until they are brought forward.

Sanctuary – This is that space at the front of the church within which most of the action of the Mass takes place.

Tabernacle – This is the place where the Eucharist is kept when Mass is not being said. It is a place, which should be given particular reverence.

Other Terms

Alb – The vestment worn by the Altar Server.

Chalice – The Chalice holds the wine consecrated at Mass.

Ciborium – The clay pot used to store and transport the Reserve Eucharist from/to the Tabernacle during Mass.

Cincture – The rope worn, like a belt, by an Altar Server wearing an alb. The cincture is tied and hung from the left hip of the Altar Server.

Corporal – The Corporal is a square piece of linen. In size and appearance it resembles a small napkin. It is spread out on the altar, and the chalice is placed upon it. During the Mass the Sacred Host rests for a time on the Corporal.

Paten – The containers used to hold the hosts during the Mass.

Processional Cross – This is the cross-mounted on top of a tall pole. It is carried at the head of processions by a server and placed in a special stand in the sanctuary.

Purificator – Linen used by the Presider, Deacon and Eucharistic Ministers when handling the Precious Blood.

Pyx – The (usually) gold container used by Eucharistic Ministers to carry the Eucharist to the sick.

Sacrarium – The Sacrarium is a special sink designed for receiving the Blessed Sacrament. The Blessed Sacrament should never be disposed of in the kitchen.

Taper – The instrument used to light candles and extinguish the altar candles.