

WHAT DO I HAVE TO DO?

A Guide for Mass Ministers

BEFORE MASS

1. Enough bread, including a large host, (in ONE bowl) and wine (in a carafe) are at the front, ready for the procession of gifts.
2. The pyx with gluten-free host is placed in the bowl before Mass, ready to come up at the procession of gifts.
3. Pyx(with host or hosts in it) for communion to the sick are placed on the credence table in the basket/container provided.
4. IDEALLY the altar has the altar cloth and an unlit candle on it at the beginning of Mass. The candle remains unlit until the preparation of gifts.

The focus for the first major part of the Mass (the Liturgy of the Word) is the ambo or lectern where the Word is proclaimed. The altar is the physical symbol of Christ's sacrifice in the Eucharist. Our focus turns towards the altar from the procession and preparation of gifts onwards as we prepare to celebrate the Liturgy of the Eucharist.

5. On the credence table place
 - a. the other bowls needed for communion,
 - b. the chalices,
 - c. pyxes with host/s already in them, in a small basket or tray,
 - d. purifiers
 - e. Sacramentary
 - f. Water, bowl, towel
 - g. Water cruet
6. Is the processional cross ready to be processed in?
7. Is the Lectionary ready to be processed in?
8. Are the required numbers of ministers present?
9. Are the "extras" in place: e.g. envelopes, pencils, take home material, prayer cards etc.

ENTRANCE PROCESSION

The order: Processional cross (carried by the 2nd Reader – cruciform facing forward)

The Lectionary (carried by the 1st Reader)

Other ministers

[Baptism family and godparents]

Priest

The Lectionary is placed on the ambo and opened to the correct reading; the processional cross is put in place to the side – NO BOW is required by these 2 ministers at this stage.

Other ministers wait at the foot of the sanctuary area with the priest. The reader and cross-bearer joins the other ministers after placing the Lectionary and cross, then bow.

NOTE: *There is NO Procession of the Word before the 1st Reading in the Mass. Provision is made for a Procession of the Book of the Gospels during the singing of the Gospel Acclamation.*

The Procession of the Word belongs in the lay-led Sunday Celebrations of the Word and Communion.



THE LITURGY OF THE WORD

1. **The reader bows to the altar, not the priest.**

The altar is the symbol of Christ's sacrifice which we celebrate in the Eucharist, therefore we reverence the altar. We need only bow before our ministry.

2. **After proclaiming the reading, go back to your place. There is no need to wait for the cantor or second reader.**
3. **Do not say: "This is the Word of the Lord". Instead, "The Word of the Lord".**
4. **The Prayer of the Faithful is led from the ambo.**

The Prayer of the Faithful is the final element of the Liturgy of the Word. The focal symbol for the Liturgy of the Word is the ambo.

PROCESSION AND PREPARATION OF THE GIFTS

1. **The collection is taken up, with haste and efficiency. Maybe more collection baskets are needed?**
2. **The altar is prepared by a family server: light the candle; place the Sacramentary, the chalice, a purifier, the pyxes, and the corporal on the altar.**
3. **The bread and wine are brought up to the altar by family servers.**
The symbolism of "one bread, one cup" is heightened when only one bowl and one carafe are brought forward.
4. **The monetary gifts are brought forward and placed near/under the altar.**
5. **Family Servers carry out their ministry at the altar.**

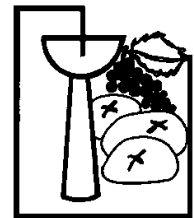


COMMUNION MINISTERS

1. **Communion ministers proceed to the altar at the beginning of the Sign of Peace: not half way through, not at the end.**

Ministers need to be in place before the priest "breaks the bread" (the fraction rite). This means there is a sense of urgency to gather around the altar: don't linger by washing hands!

2. **The chalices and bowls are brought to the altar by some ministers.**
3. **One minister pours the wine as the bread is broken.**
4. **The Mass Assistant will bring the ciborium to the altar after communion starts.**
5. **Stand in position to distribute communion.**
6. **To purify the bowls, wipe any small particles into a chalice then purify the chalice with water.**
7. **The last minister of communion returns the ciborium to the tabernacle.**
8. **Try to avoid going to the ciborium for more hosts if you finish communion. Provided there are still other ministers of the bread who can distribute communion you may return to your seat.**



AFTER COMMUNION

1. **Family servers clear the altar. Blow out the candle.**

FINAL PROCESSION

1. **All ministers assemble at the foot of the sanctuary. Bow with the priest.**
2. **The processional cross leads the procession out.**
3. **The Lectionary stays on the ambo.**

The principle of good proclamation is that, if we have proclaimed the readings well, the Word of God is "carried out" in our hearts and minds.

