

# Lector and Extraordinary Ministers Guidelines

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*These guidelines are effective Sat. May 9th 2009 at 5:00pm.*

## **Sacristans, Music Ministers, Altar servers**

**Sacristans** should be aware of all the guidelines for all ministers. When working and you need to attend a mass to fulfill your obligation, be seated in front on the tabernacle side. You can go back to sacristy at offertory or whenever you need to. Receive Holy Communion when your pew goes. If you remain in the sacristy during mass, do not come out to receive Holy Communion. Only sacristans who are EMHC should give out Holy Communion. Please carefully follow your normal guidelines. Remember to close up the Parish Center as well and lock the elevator entrance.

**Music Ministers** receive Holy Communion as the assembly does from the center aisle, not in the sanctuary. Line up first (or after the altar servers if they arrive first), or if you wish, at the end after the assembly has received. Note that the communion song begins when the priest receives Holy Communion, at least the music if not also the singing. Therefore it may be preferable to receive after the assembly to avoid a delay.

**Altar Servers** have their revised guidelines. If they seem unsure, at communion time, after the priest has received, direct them to line up in the center aisle to receive.

## **Priests**

When the Book of the Gospels is used, the lector will place it on the front of the altar; therefore go directly up the front steps, not around back.

Priest-Presiders should advise the priest helper when he arrives if Holy Communion is needed from the tabernacle. We try to avoid this by consecrating the proper amount for each mass, but this is not always possible. The sacristan can usually advise whether this is necessary.

If a sufficient number of EMHC is not present, make an announcement of what is needed in case other EMHC are present in the assembly.

The Priest-Presider will offer the Body and Blood of Christ to the EMHC on the tabernacle side, while the priest-helper does so from the shrine side. The ministers should stand at the steps so you need not go up and down. Only the EMHC receive at this time.

The Presider offers Holy Communion in center aisle, front, while the helper goes to the cut. If you arrive before the EMHC you may take either side.

Altar servers will receive in the center aisle. Music ministers may line up there also at the beginning or end of communion. Lectors and Sacristan will receive with their pew.

Please familiarize yourself with the EMHC, Lector, and Altar Server guidelines so as not to confuse them. Whenever possible the priests should follow standard guidelines, or else inform ministers of some personal

preference to the contrary. (We have tried to train altar servers according to known preferences. There may be others).

The priest-helper purifies vessels after communion in the sacristy. If there is no priest-helper, the Presider should do this quickly at this time. Otherwise the ministers are delayed from cleaning the vessels after mass while the Presider greets the people.