

# St. Matthew Parish Liturgical Ministries

Please find a replacement or phone the parish office if you will be away at your scheduled time

## UPDATED MINISTRY GUIDELINES – OCTOBER 2016:

### PROCLAIMERS:

- ✠ Please be ready in the sacristy **10 minutes before Mass** to prepare for the entrance procession. In the absence of Deacon, 1<sup>st</sup> Proclaimer will carry in the Book of the Gospel. Both Proclaimers will then sit in the front pew until you have finished doing the reading you are scheduled for. Then you may return to sit with your family.
- ✠ The one doing the First Reading will also read the psalm if the choir has not someone to lead in singing it.
- ✠ The one doing the Second Reading, when finished the reading, will close the Lectionary and place it on the shelf of the ambo, to make room for the Book of the Gospel.
- ✠ Second Proclaimer will also read the **Prayers of the Faithful** if Deacon is not present at the Mass. *(Please walk to the side of the ambo during the Creed, so as to avoid a delay once the Prayers of the Faithful introduction has been read by the celebrant).*

### EXTRAORDINARY MINISTERS OF HOLY COMMUNION:

- ✠ Please check in at the sacristy **10 minutes before Mass** to confirm you are present to serve in the appointed ministry for that day.
  - **H** will distribute the Body of Christ.
  - **C1** and **C2** will distribute the Blood of Christ.
- ✠ Please walk to the sanctuary (stand at the base of the step) *during* the prayer, “Lamb of God” -
  - **C1** and **C2** will **both stand on the left side (facing altar).**
  - **H** will **stand on the right side (facing altar).**
  - *If Deacon is absent on a Sunday when Communion is to be distributed upstairs, there will be two EMHC designated “H”. Both of them will stand together on the right side (facing altar).*
- ✠ “**H**” will take direction from Father as to where they are to distribute the Body of Christ; (upstairs or beside Father at the main aisle).  
When finished distributing the Body of Christ, set the ciborium on the corporal which is on the altar, and immediately use the small vessel of water on the credence table for purification of your fingers which were used to touch the host. *This ensures that no particles of the Precious Body of Jesus will remain on your hand.*
- ✠ **C1** and **C2** will walk to the side aisle, an appropriate distance from the priest/deacon/EMHC who are distributing the Hosts.
- ✠ If the chalice becomes empty, return and set it on the corporal which is on the altar.
- ✠ If there is any Blood of Christ remaining in the chalice at the end of the Communion line, bring the chalice back to the altar and set it on the corporal for the priest/deacon to consume and purify.

### PLEASE KEEP IN MIND - Extraordinary Ministers of Holy Communion:

- ➔ ➔ The Priest and Deacon are the Ordinary Ministers of Holy Communion, therefore whenever they and/or additional visiting priests/deacons are present; you may not be needed to serve in the ministry you had been scheduled for.