

GUIDELINES FOR LECTORS



Before Leaving Home

- Familiarize yourself with the First Reading, the Responsorial Psalm and the Second Reading. Refer to your Workbook for pronunciations, proper phrasing and appropriate emphases. Read through the passages several times in a prayerful manner. Sometimes your understanding of the readings will be helped by reading the entire Bible chapter containing the reading.

When You Arrive at Church

- Arrive at least 15 minutes before the start of Mass.
- Ensure that the Sunday Lectionary is on the ambo and open to the First Reading.
- Find out if the Choir will be singing the Responsorial Psalm and what if any role you will have in that event.
- Make sure the petitions for the Prayer of the Faithful are on the ambo. Familiarize yourself with the contents and make sure you know how to pronounce the names of the people we will be praying for.
- Make sure the sound system is on.
- Adjust the microphone so it is about three inches from your mouth.
- Place the stand for the Book of The Gospels on the altar.
- Please remove your coat or jacket when serving as a lector for the Mass.

The Entrance Procession

- When the procession up the aisle forms, take your position behind the altar servers and immediately in front of the priest.
- Carry up the Book of the Gospels, holding it in both hands and elevated at the level of your head. (If a deacon is part of the procession, he will carry the Book.).
- When you reach the foot of the Sanctuary, go immediately and place the Book of the Gospels in the holder on the altar without stopping. Then come back to bow with the priest and the ministers in front of the altar. Then take your seat at the designated chair for the lector or in your pew, depending on the church.

At the Ambo

- When the priest concludes the Opening Prayer, he will sit down. That is your cue to approach the ambo to do the first reading, bowing to the altar when you reach the ambo.
- When the Assembly has been seated, begin by announcing the name of the reading, (e.g. "A Reading from the Book of Samuel"). It is not necessary to say "1st Reading" or "2nd Reading." Pause, for five seconds and then begin the reading.
- When you have concluded the reading, pause for about five seconds and say, "The Word of The Lord."
- If the Responsorial Psalm is sung, then be seated until it is finished.
- If the Responsorial Psalm is to be recited rather than sung by the choir, pause for about 10 seconds before announcing the Assembly response. After you have completed each verse, raise your arm slightly to signal the Assembly that they are to respond.

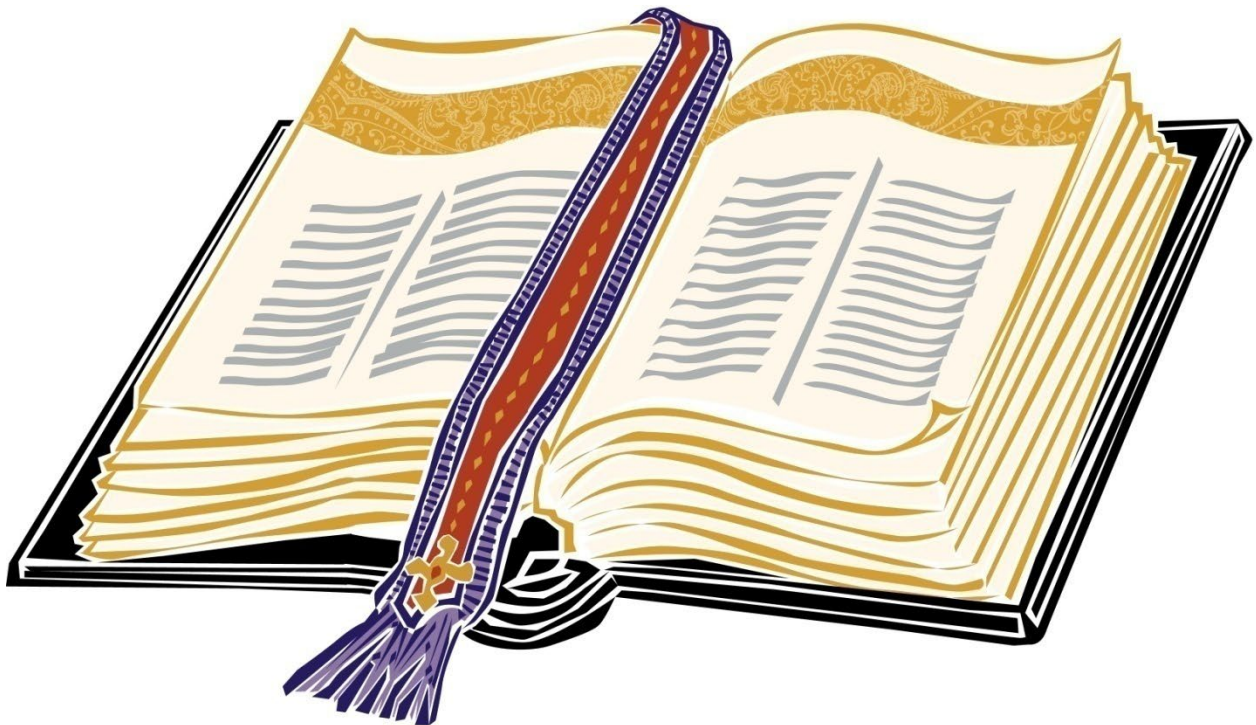
- At the conclusion of the Responsorial Psalm, return to the ambo and carry out the 2nd Reading in the same manner as the 1st Reading. When finished, the Lectionary should be closed and placed in the rack inside the ambo. Bow to the altar and then return to your seat.
- Come to the ambo for the General Intercessions (Prayer of the Faithful) at the **start** of the Creed so that you are ready to begin voicing them as soon as the priest has finished the invitation to pray. When you arrive at the ambo, bow to the altar. If the Book of The Gospels is still on the ambo, place it below in the rack. The priest will introduce the General Intercessions, after which the lector should begin reading the petitions. When finished, turn to face the priest, who will conclude the Prayer. After the prayer, bow to the altar and then return to your seat.

Conclusion

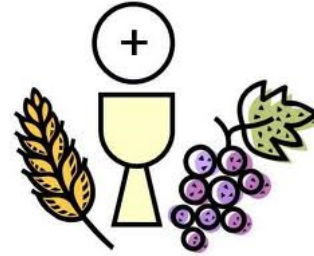
We do not carry out the Book of the Gospels, since the Liturgy of The Word has been completed and the Word is carried out in the hearts of the Assembly.

If You Can't Make It

Occasionally, you may not be able to honor your scheduled presence as Lector. In that event, please get a substitute from the list on the back of the Lector Schedule. If you are not able to fulfill your ministry on a given day or get a substitute, please call the parish office at (920) 753-3311 or (920) 795-4316.



GUIDELINES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION



Extraordinary Ministers of Communion help the priest to distribute the Body and Blood of Christ to the assembly. Open to members, 16 years and older, who have received the Sacrament of Confirmation. Training is provided. Schedules are mailed, emailed or left in the back of church for volunteers listing the dates they are scheduled to serve.

When You Arrive at Church

- Extraordinary Ministers of Communion should arrive at the church at least fifteen minutes prior to the liturgy to receive any special instructions (especially if it's a Holy Day of Obligation).
- At the start of the Liturgy, Extraordinary Ministers of Communion should take their places in the assembly.
- Please remove your coat or jacket when serving as an Extraordinary Minister of Communion.

Altar Preparation

- The Sacristan (Communion Minister whose name in the bulletin is marked by an asterisk) is to prepare the vessels for the Mass (wine, water, bread).
- The following items should be made ready in the sacristy:
 - ✓ 1 large Chalice and 2 small Chalices
 - ✓ 2 Communion Patens (plates): – 1 large (for Offertory Procession) and 1 (HC 2) smaller ones.
 - ✓ Cruets with water and wine (these should both be full)
 - ✓ Tabernacle Key
 - ✓ Hosts (1 large host)
 - ✓ 3 Purificators (for wiping the chalices) and 1 large Finger Towel (for hand washing rite)
- Place the Small Chalices, Small Communion Patens, Purificators and Finger Towel on the Credence Table (behind altar in Holy Cross – side of altar in Saint Cloud, Saint Joe, Saint John and Saint Mary).
- Place the big host on the Large Communion Paten. At a later time, the ushers will count the number of people at the homily time and put enough small hosts on the plate to cover the number of people. We use hosts from the ciborium only when necessary.
- Place the two Cruets of Water and Wine on the Gift Table in the back of the Church. Leave the Paten with the big host on it in the sacristy at Holy Cross or the back table at the other sites.

Communion Rite

- At the Lamb of God, all Extraordinary Ministers of Communion must walk over to the hand sanitizers, wash their hands and then approach the Altar and stand at the side of it.
- One of the Consecrated Host ministers goes to the tabernacle, bows or genuflects, takes the ciborium out and places it on the altar. Hosts from the ciborium are generally used only when necessary.

- The celebrant will divide the Consecrated Hosts among the Patens and pour the wine in the two small chalices. Please help the presider if asked to do so.
- After the celebrant receives Communion, he gives the Eucharistic Bread to each Extraordinary Minister of Communion, as well as the servers.
- The celebrant distributes the Precious Blood to the two Precious Blood ministers who consume some and then in turn offer the Precious Blood to the other Extraordinary Ministers of Communion.
- The celebrant hands the Paten with the Eucharistic Bread to the Consecrated Host ministers.
- After all of the Extraordinary Ministers of Communion have received Holy Communion and have their vessels, the celebrant will take his place at the foot of the Altar and the Extraordinary Ministers will go to their Communion stations and begin distributing Holy Communion. The two precious blood ministers will be in front on the right and left side of the main isle for those who wish to receive.

Distribution of Communion

- Consecrated Host ministers take the Consecrated Host from the Paten, raise the Host a little and say “The Body of Christ.” Precious Blood ministers offer the cup with the Precious Blood and say “The Blood of Christ.”
- After the communicant has received the Precious Blood from the cup, the minister wipes both sides of the rim with a cloth purificator and turns the cup at least ¼ turn before offering the cup to the next communicant.
- Self-intinction is not allowed, where the communicant dips the Consecrated Host into the Precious Blood. If one of the faithful approaches the cup with the intention of dipping the Consecrated Host into the chalice, the minister does not stop the person but informs the priest later.
- In Holy Cross Church, the musicians will receive Communion first. In the other sites, a member of the choir will come forward to ask for the necessary number of hosts to place in a pyx.
- Some members of the community may present a pyx and ask for a host to bring to someone not able to come to church. Place host in pyx and then give the person Communion.
- If a Consecrated Host minister runs out of Consecrated Hosts, he/she needs to go to the celebrant to get some more.
- Sometimes parents wish to have their children blessed by the Minister of Communion. In some cases those not able to receive Communion present themselves with arms folded across their chest. The appropriate thing to do is to raise your arm with the palm facing the person and say “You are the Body of Christ.” It is not necessary to touch the person.

After Communion

- All Extraordinary Ministers of Communion should be done distributing Holy Communion at about the same time. Return to the credence table. Once there, the Consecrated Host ministers need to set their bowls on the altar and return to their pews. The Precious Blood ministers need to consume **or have another person(s) or priest consume** the remaining Precious Blood in their cups and place all of the cups on the left side of the table, with all purificators folded, together in one place. When finished return to your pews.
- Either the celebrant or a Minister of Communion will place the ciborium back in the tabernacle.
- All Extraordinary Ministers of Communion when finished should leave as one group, bowing in front of the altar before returning to their seats.
- The purification of the vessels will take place after the Mass by the Extraordinary Ministers of Communion so as not to cause undue delay.

After Mass

- When purifying the vessels after Mass – If there is still consecrated wine in the chalice, consume the wine. With a Purificator wipe the particles of the consecrated host from the Patens into the chalice. Pour a little water into the chalice and consume it. The bowl for the hand washing should be dried with the Finger Towel and left on the Credence Table.
- The Sacristan ensures that all vessels are returned to the cabinets. Wash the Patens and Chalices with warm, soapy water (do not submerge the Chalices). After drying them, return vessels to the cabinets in the Sacristy. The Finger Towel should be returned to the Sacristy. Make sure the Purificators and Finger Towel are opened and laid in the drawer marked “Laundry”.

Important Notes

- If someone who is scheduled does not show up please come up to help in the Communion distribution.
- If a Consecrated Host falls on the floor, the Consecrated Host minister is responsible for picking the Consecrated Host up and consuming the Host. The best way to do so is by placing the Consecrated Host under the thumb of the hand holding the bowl of Consecrated Hosts and consuming the Host after Communion has been distributed.
- If some Precious Blood is spilled on the floor, a purificator must be placed over it immediately, so as to prevent anyone from stepping on the Precious Blood. After Mass, the sacristan will be responsible for properly cleaning the area where the Precious Blood was spilled.

If You Can't Make It

If you are not able to fulfill your ministry on a given day or get a substitute, please call the parish office at (920) 753-3311 or (920) 795-4316.



GUIDELINES FOR USHERS



Before Mass

- Arrive at Church 15 minutes before the start of Mass. Place coats in Ushers' Room.
- Be sure the bags and baskets for taking up the collection are ready and available.
- If the necessary regular ushers are not present, ask a sufficient number to help with the collection and perform usher duties listed on this sheet.
- People will be asked by the presider to bring up the gifts at the Presentation of Gifts. Inform persons bringing up the bread and wine that they should come to the back of the church during the Creed. The Gift Bearers are to bring the gifts to the priest at the foot of the altar when the priest comes down the stairs.
- Please be mindful of greeting people. If there are no Greeters in place, stay by the doors to welcome the people with "Good Morning (Evening)" or "Hello" or "How are you?"
- Assist any individuals with special needs to an appropriate place. Alert the priest if there will be someone in a wheel chair sitting towards the back of the church that will need communion brought to them.

During Mass

- After Mass begins please go to a pew near the back of Church, or sit with your family.
- One of the ushers will serve as the Cross Bearer for the processional & recessional.
- After the Gospel, one usher will count the number of people present and put the corresponding number of small hosts on the plate. The large host counts for twenty small

hosts. (ie. If there are 100 people present in church, add 80 small hosts to the paten with the big host.)

- When taking up the collection, all the ushers proceed together to the first pew, down the aisles where they will be taking the collection. When the ushers reach the first pew, they are to pause for five seconds and then bow, turn and begin passing the collection basket making sure to monitor the progress of the baskets.
- If there is a Second Collection, it will be taken up immediately after communion.
- The money collected is to be put by at least two ushers into a clear plastic security bag and put in its proper place.
- The basket with the collection is then carried to the altar. The usher sets the basket on the floor in front of the altar. (This can be done up to the conclusion of the Holy, Holy.)

After Mass

- As the Procession nears the dividing aisle of the Church, open the main inside doors.
- Pick up copies of our Sunday bulletin. Hand them to each person leaving Church. Please be friendly and smile.
- Following the Masses please close **ALL** windows and check to see that the doors are locked

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GUIDELINES FOR GREETERS



A church can never be too friendly, so it is important that visitors receive a special welcome. This is one form of evangelization. Don't forget to give a warm welcome to regular attendees as well. They are the ones who form the foundation for the ongoing ministry of the parish.

Before Mass

- Prepare yourself spiritually. Pray. You are not involved in a job or a task but a ministry and it must be undertaken with that understanding.
- Prepare yourself physically. Be well groomed. Watch bad breath. No heavy perfume or aftershave. Don't slouch.
- Be on time. Gather and be in position at the appropriate time. At Holy Cross Church we have three entrances and at Saint John's two. At the other sites, there is a need for greeters only at the front entrance.
- Be friendly. It takes 72 muscles to frown and only 14 to smile. Pay attention by keeping eye contact.
- Welcome the people with "Good Morning (Evening)" or "Hello" or "How are you?"
SMILE!!!
- Stay at your post. Visitors--and regular attendees--often arrive early or late, so be ready to serve them.

After Mass

- Follow up after Mass. Go back to your position as the Mass ends and thank people for coming. Assist any who require it.
- Always be courteous.

If You Can't Make It

If you are not able to fulfill your ministry on a given day or get a substitute, please call the parish office at 753-3311 or 795-4316.



GUIDELINES FOR ACOLYTES



Acolytes (Altar servers) are men and women of whatever age who have a desire to be more involved in the Holy Mass and have received their First Communion. It is a wonderful privilege to be so close to the altar as Jesus Christ becomes present for us all in the Eucharist. Thank you for sharing your gifts with the rest of the parish by serving at Mass!

Scheduling

Be sure to check the schedule! There are also copies of the schedules posted in the sacristy, and the office can be called during the week at (920) 753-3311 or (920) 795-4316. If a conflict does come up, be sure to call and get someone to substitute for you. It is also appropriate to notify the scheduler of dates you will not be available *before* a new schedule is created.

Dress Guidelines

The alb you will wear as you serve Mass is made from lightweight material. This means that what you wear underneath will show through. Be aware that what you wear underneath the alb may be visible to the assembly.

Just like your clothes, your shoes can draw attention away from the Mass. Dress shoes should be worn whenever possible. If you wear sneakers, make sure they are not torn or dirty. Sandals should also be appropriately dressy (NOT flip-flops). Please wear pants and not shorts.

Posture

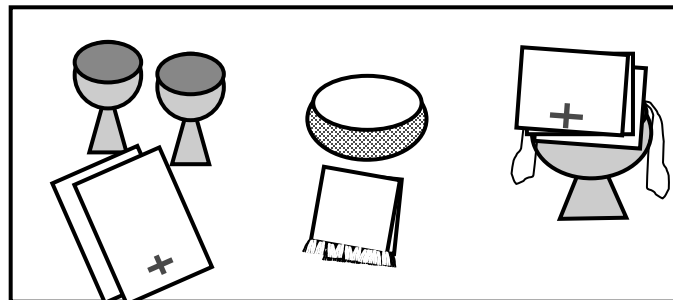
During the Mass, altar servers have three main positions when not performing a specific duty: standing, sitting, and kneeling. At all times, you should maintain a straight formal posture. It is never proper to slouch or to hold hands on hips, crack knuckles, check fingernails, etc. Remember, you are seen by all the parishioners and how you conduct yourself is important to their understanding of the Lord's Supper. Hands may be held in a prayer position, at your sides, or, when sitting, together on your lap. Talking to one another is reserved only for absolute necessity in performing duties.

Bowing & Genuflecting

Catholics never genuflect to the altar or cross but only to the Tabernacle. One should bow to the altar when passing in front of it. Bowing is done from the waist with your back straight (don't "peek" your head up). Bow forward only about 45 degrees - not too far over. Whenever you are carrying things like crosses, sacred vessels, books, or candles, do not bow from the waist. Stop briefly and bow your head reverently.

Before Mass

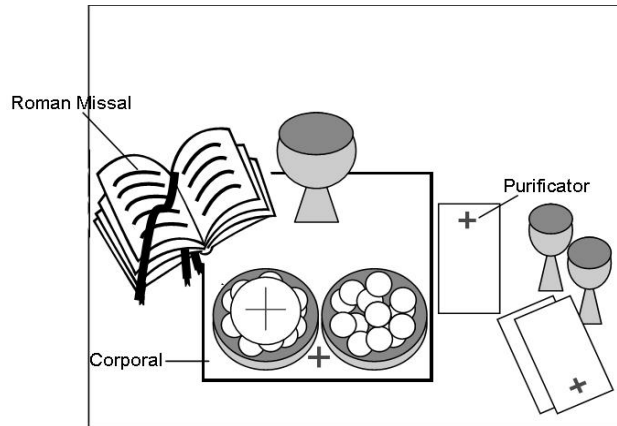
- **Dress:** Upon arrival for Mass or other services for which you are scheduled to serve, dress in the alb and proper cincture (the rope “belt”). The liturgical season determines the color cincture to be used. Ordinary time is green, Advent is purple, etc. Check the Catholic calendar if you are unsure, or ask Father or the sacristan.
- **Visiting priests** may have special requests or just questions. Welcome them by introducing yourself and assisting them in any way you can.
- **Candles:** Next, one or two servers will need to light the candles in church. Use the servers’ candle lighter only. Do not go out with matches or the propane lighter! Do not let out too much wick or the flame will be too large. When finished, extinguish the wick by pulling it into the holder and then pushing it back out to allow the wick to cool. If you leave it in, the wax will harden to the holder and the wick will be unusable.
- **Table and gifts:** The sacristan will get the wine and hosts ready. Take them to the gift table in the back of church if they do not do so. Make certain the credence table is set up properly for Mass. Items should be set up as they will be used: Chalice and purificator; towel and Paten; cups and purificators. (See map below.) Return to the entrance to prepare for the procession.
- **Roman Missal:** The Roman Missal is kept off the altar and placed on the altar at the Preparation of the Gifts. It is removed from the altar after Communion.



SERVER TABLE SETUP

During Mass

- **PROCESSION:** The usual order of procession is: Cross Bearer (if there is one), Server(s), Lector, Priest. If there are special additions, like incense, the correct order will be explained to you. The servers lead the procession walking in as partners, side by side.
- **AT THE ALTAR:** When you reach the altar, pause and bow with Father. Next go and stand at your designated chairs.
- **“LET US PRAY...”** After the priest’s opening remarks, he will say, “Let us pray.” This is the signal to get the Roman Missal and hold it up for Father to read. If you are as tall as the priest or taller, stand off to the side to hold the book in front of Father. *It is important not to block the congregation’s view of the priest.* When Father and the congregation sit to hear the readings, return to your seat and listen attentively. (The server who takes care of the Roman Missal should do so for the entire liturgy.)
- **AT COLLECTION:** When the ushers begin money collection, the server taking care of the Roman Missal should place it on the altar, remove the holder for the Book of the Gospels and then assist the other server to set up the altar. Carry the chalice to the altar



and place it on the corporal. The purificator is laid off to the right. The other cups should be brought over and set close together on the right side of the altar. Be certain to take the purificators and place them in one “stack” to the side. This leaves the cups ready for Father to pour in the Precious Blood. (See map below.) Please keep the extra Paten on the table until the Lamb of God. Return to your server chair when finished.

ALTAR SETUP AT COLLECTION

- **PRESENTATION OF THE GIFTS:** When Father stands, proceed with him to receive the gifts. Stand with at least one server on each side of the priest. He will take the gifts from the presenters and hand each to a server. Wait until all the servers have a gift, then turn around and go to the altar. Place the Paten of hosts on the corporal. The wine and water cruets are placed off to the right (not on the corporal). One server takes the covers off the cruets and stands to the side of the altar in case Father needs anything. The other server goes to the server table to get the bowl, pitcher and towel. Father will pour the wine into the chalices, then add the water. Put the covers back on the cruets and take them to the side table. When Father turns to the servers with the bowl, pitcher and towel; you should approach Father. The first server pours a small amount of water from the pitcher over Father’s fingers while holding the bowl underneath. The second server opens the towel for Father to dry his hands. (Days with incense, the priest may appreciate a little extra water to wash up.) Father will dry his hands and hand the towel back to the servers. Next, take the bowl, pitcher, and towel back to the table and go to your place on the side of the altar.
- **AT THE SIGN OF PEACE:** At the Sign of Peace, shake hands with Father and each other. One server should then go immediately to get the extra Paten from the credence table and place it on the altar and the other server brings the hand sanitizer to Father. Then all servers stand to the side of the altar.
- **RECEIVING COMMUNION:** When the priest approaches you for Communion, step forward and receive it as usual. Don’t forget to bow your head as you answer “Amen”, as this reminds the parishioners of the correct procedure for receiving the Eucharist. One of the communion ministers will offer you the Precious Blood. Receive it if you wish, or indicate that you do not wish to receive, but be sure to still reverence the presence of Christ by bowing your head slightly. When everyone on your side has received Communion, remain standing until the priest and ministers leave the altar area. All servers should end up returning to their chair. You may pray or sing as you wish. No

chatting! Pay attention to Father and the ministers; if they return with an item and indicate that you should help, approach and take the item to place it on the server table.

- **CLOSING:** The priest will once again use the phrase: “Let us pray...”. Bring the Roman Missal to Father and hold it up for him. When he is finished, put the book back and return to your seat, unless he asks you to remain for a Solemn Blessing from the Roman Missal. He may make additional announcements, then he will give the blessing. When the closing song starts, servers should prepare to process out. Come out together to join Father in front of the altar. A server should stand on each side, facing the altar. When Father bows, bow appropriately, and process out as you came in. (Cross Bearer, Servers, then Priest.)

After Mass

- **Extinguish the candles** gently using the candle snuffer. Do not smash it down on the wicks. NEVER blow out the candles - it looks disrespectful and it causes wax to splash onto other fixtures or carpeting. Please remain in your alb for this duty.
- **Remove your liturgical clothing** and hang it neatly back where it belongs.

Special Masses

At certain times in the year such as Christmas, Easter, etc., some Masses will have additional activities or procedures (such as use of incense, or Father wearing special vestments). There are also special *types* of Masses, such as funerals, weddings, Confirmation, or First Communion. When these Masses come up, Father will meet with you ahead of time to instruct you on the procedures for the Mass. Be sure to ask if anything is unclear.

Altar Server Terms

Alb - A white linen vestment with close fitting sleeves, reaching nearly to the ground and secured round the waist by a cincture, or rope belt.

Ambo - The platform, lectern, or pulpit from which the readings are given.

Chalice - A cup of precious metal that holds the wine which becomes the Blood of Jesus.

Ciborium - A large cup or container of precious metal with a cover of the same material which will hold the Body of Jesus. (It is usually found in the Tabernacle.)

Cincture - An article of liturgical attire (usually a rope) used to confine the loose, flowing alb, and prevent it from impeding the movements of the wearer. Its color reflects the liturgical season.

Corporal - A square white linen cloth, usually with a cross in the center, used to protect any particles of the Precious Body and Blood of Jesus from falling to the altar cloth. It is always folded and unfolded as to protect any particles from being lost.

Credence Table - Also called the “server table”, it is the table holding the vessels or other items that will be used by servers and ministers of Communion during the liturgy.

Cruet - A small vessel (shaped like a small pitcher) for water or wine, usually made of glass.

Lectionary - The book of readings used for the Liturgy of the Word. It usually contains all the Scripture readings used for the three-year Sunday cycle of readings.

Paschal Candle - The large, usually decorated, candle fixed in a great candlestick.

Paten - A small saucer shaped plate of precious metal that holds the hosts.

Purificator - A linen cloth used by the priest to wipe the chalice. Used Purificators must always be placed in the proper container for sacred cloths.

Roman Missal - The book containing the prayers said by the priest during the Mass.

OUR LADY OF THE HOLYLAND CHILDREN'S LITURGY OF THE WORD



The Children's Liturgy of the Word is run by parents / adults / young adults in the parish who are excited to pass on their faith to the children of our parish. Our aim is to make the children's experience of church meaningful, while helping them to grow in the faith of the Catholic Church and develop as full and active members of our Parish Community. We use a wide variety of resources, and each session is based on the readings of the day (these resources are prepared for you by the Christian Formation Committee). We are looking for people to help as session leaders.

The Children's Liturgy of the Word (CLOW) Ministry is aimed at inspiring our youngest parishioners with Jesus' message. CLOW is held every Sunday: St. Cloud site 0730, Visitation of Blessed Virgin Mary site 0900, St. John the Baptist site 1030. All parishioners ages 4-10 are invited to join their peers to break open the word!

Session leaders

- VOLUNTEER MUST HAVE SAFE ENVIRONMENT CLASS (held at various sites in the Milwaukee Archdiocese, including Our Lady of the Holyland)
- Read the adapted scripture from the Children's Missal
- Prepare and engage children in a discussion, activity, and reflection based on the Gospel message (resources will be prepared for you)
- The children are asked to come forward after the opening prayer of the Mass and then they process to the gathering area where the Liturgy takes place. They return to join the full congregation at the offertory.
- Mentoring available!
- See how your own faith may be inspired by the children in our parish.