

# Saint Joseph Catholic Church



TO: Liturgical Ministers  
FROM: Fr Eric D Riley  
RE: Liturgical Ministries  
DATE: 20 June 2017

Thank you for your stewardship of time and talent as you serve in liturgical ministry. Your assistance to the community in helping us to worship God is greatly appreciated. I especially appreciate those who take this ministry seriously by arriving on time, preparing ahead of time, and following up in the areas that require attention. If your name does not appear under a ministry that you have signed up for, please feel free to speak with me. It might be a clerical error, it could be that I think that you have missed several assignments without getting a substitute, or it could be that I have missed you at Mass more often than I think a public minister should be away. I am willing to meet with anyone who believes that they were removed unjustly. **All ministers are asked to get a reliable substitute when you are unable to fulfil your responsibility. All ministers are asked to wear appropriate "church clothes" to serve in public.**

Please look at the sections below pertaining to your particular ministry. I have *italicized* a few areas that I would like to change, or that I think reminders are needed.

## USHERS:

Please be at Mass at least 20 minutes before Mass to assist with the doors.

Please do not hold the doors open for long periods of time as this lets the air conditioning/heat out.

Please remember that sound travels into the church. A quiet welcome to those entering is sufficient.

*While I prefer that Ushers sit near the door to help with security in case there is a disturbance at Mass, most sit toward the front; therefore, please take the collection basket with you to your pew as Mass begins. This will allow you to immediately move to take up the collection without having to go to the credence table.*

Once in the back of church, pour all money in the largest basket and immediately send it with the appointed Gift Bearer to bring it forth to the Deacon/Server/Priest. *If the assigned Gift Bearer is not present, one of the Ushers should bring it forth.*

After Mass, please walk through the church straightening books and removing trash.

## READERS:

Please be at Mass 10 minutes before Mass. Look at the *Lectionary* to ensure that it is the same reading you have practiced. You also need to pray, preparing for this ministry.

In general, if there are two options for a reading, practice the shorter option.

Practice your readings. *Within the last two months three different readers misread important statements of Faith in the reading that changed what was read into heresy [false teaching]. This is NOT acceptable.*

The microphone is plenty loud; however, one must speak into the microphone in order to be heard.

**FATHER ERIC D RILEY, PASTOR**

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*Saint Joseph, Foster Father of Jesus and Husband of the Blessed Virgin Mary, Pray for us.*

*"Where Charity Prevails"*

## ALTAR SERVERS:

Review your responsibilities in the handout I gave you.

### Extraordinary Ministers of Holy Communion:

Please be at Mass 10 minutes before Mass. You need to pray, preparing for this ministry.

As the priest drinks from the chalice, EMHC's are to come to sanctuary, standing behind the priest, close enough that he does not have to walk to you.

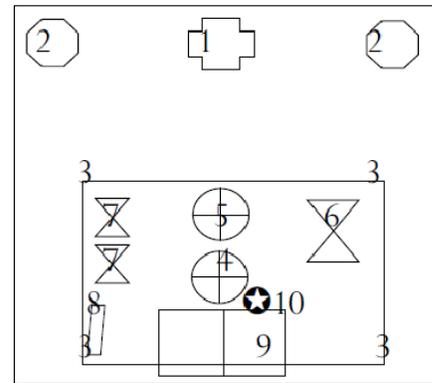
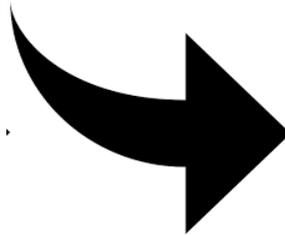
When the Priest/Deacon ministers the Chalice to you, receive the purificator and Chalice, then distribute to the Altar Servers.

If the priest asks for a volunteer minister to come forth, make sure that you have on "church clothes" before coming into the sanctuary.

*After Holy Communion, consume the Precious Blood and place the empty Chalice on the Corporal, not on the Altar Cloth – do not "stuff" Purificator in the Chalice lay it on top of the Chalice. [see diagram below]*

One minister will need to take Holy Communion to the choir loft.

- 1 Altar Cross
- 2 Altar Candle
- 3 Corporal
- 4 Paten
- 5 Ciborium or Paten
- 6 Priest's Chalice
- 7 Communicant's Chalice
- 8 Purificator
- 9 Roman Missal
- 10 Pyx for Communion to Choir



Thanks again to all who are faithfully giving of your time and talent in service to God in the Most Holy Liturgy.

May God richly bless you.