

St. Peter Church

1104 MONROE STREET • LA PORTE, IN • 46350 • (219) 362-2509

Updated: 11 January 2011

MINISTRY INSTRUCTIONS

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GENERAL INFORMATION

- **FIRST AND MOST IMPORTANT:** *We are all here to serve our Lord. We do this out of our love for Jesus and He has given us this opportunity because of His love for us. You have a wonderful opportunity to brighten someone's day, to touch someone's heart, to minister to old friends and to new friends. AND IT DOESN'T COST ANYTHING! Wear your smile! Share your smile!*
- **ALSO IMPORTANT:**
 - *In the event of an emergency, NEVER MOVE ANYONE!!*
 - *Know where the emergency phone is in the Ushers' room and call 911 for an ambulance.*
 - **BE SURE TO TELL THE 911 OPERATOR THAT YOU ARE CALLING FROM THE CHURCH, 1101 Michigan Ave.**
- Thank you for volunteering! Your assistance is greatly appreciated!
- *Changes since the last printing are in red italics.*
- Please be ready and in the Church approximately 15 minutes prior to the start of the liturgy and check in with the coordinator for any last minute special instructions.
 - 5:00 p.m. - Joan Hensell, 393-3909
 - 8:00 a.m. - R. J. Kaercher, 324-2353
 - 10:30 a.m. - John Mearns, 325-8218.
- If you are unable to serve in your assigned time, please find your own substitute.
- When bowing, it is not necessary to bow from the waist, lowering your chin toward your chest is sufficient.
- UNLESS SPECIFICALLY STATED BELOW, the stairs directly in front of the altar and between the two handrails are not to be used; instead, please use the stairs to the sides of the altar or back by the ambo or by the Presider's chair.
- When exiting either sacristy, unless you are carrying something, genuflect toward the tabernacle. If you cannot genuflect, then do a profound bow.
Throughout these instructions, the "left-side" will mean the choir side and the "right-side" will mean the flexible-seating side.

BOWING AND GENUFLECTING ALL MINISTRIES

- *Genuflecting (If you are physically capable of doing so, otherwise, a profound bow from the waist.)*
 - *When exiting or entering the sacristy, unless you are carrying something, genuflect to the tabernacle.*
 - *During the entrance or exit procession, follow Father's lead.*
- *Bowing*
 - *Whenever approaching or leaving the altar or sanctuary. Yes, every time.*

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EUCCHARISTIC MINISTERS	<ul style="list-style-type: none"> • <i>There will be 5 Eucharistic Ministers scheduled per mass.</i> • <i>To be a Eucharistic Minister,</i> <ul style="list-style-type: none"> ○ <i>You should have received the sacrament of Confirmation.</i> ○ <i>If you are married, the marriage must be recognized by the Catholic Church.</i> • Before mass, please make use of the hand sanitizer in the sacristy. <ul style="list-style-type: none"> ○ Please make sure your hands are clean and dry before handling the ciborium.
ALTAR SERVERS	<ul style="list-style-type: none"> • <i>There will be 2 Altar Servers scheduled per mass beginning 15 Jan 2011.</i> • Girls and boys must be at least 8 years old and have made their First Communion. • Girls and boys may be scheduled to serve together. • All servers must be neat and clean in appearance as they come to serve. Girls may not wear make-up of any kind, and no visible jewelry should be worn by girls or boys, such as ear rings, necklaces or chains. • Both girls and boys will wear Cassocks and Surplices. When dressed, Servers should proceed to the Priests' Sacristy. • Altar Servers are to be on their best behavior at all times before, during and after the liturgy. • New Servers will be assigned to serve with veteran Servers for the first few times, so they can observe and absorb what they are to do.
USHERS	<ul style="list-style-type: none"> • <i>There will be 4 Ushers scheduled per mass.</i> • If you do not own a navy blue sport coat or blazer, there are "loaners" available in the usher closet. A navy blue sweater would also be acceptable. Be sure to wear an "Usher" pin on your lapel and return the pin to the box after the liturgy. • Father and child participation is encouraged as long as the child is over 15 years old.

PRIOR TO THE LITURGY

COORDINATORS	<ul style="list-style-type: none"> • Unlock doors <ul style="list-style-type: none"> • Between choir area and priest's sacristy. • Between priest's and altar server's sacristies. • Between Priest's sacristy and the sanctuary. • Lights should be on the #1 setting for a typical high mass. • The table at the back of the church should have: <ul style="list-style-type: none"> • <i>The wine decanter with about 2 inches of wine.</i> (Hint, place a ciborium next to the wine decanter and pour the wine into the decanter until it is about even with the top of the ciborium.) • Two ciborium with unconsecrated hosts. Check to see how many hosts are in the tabernacle. (For a typical mass, all hosts combined should fill about 1-1/2 ciboriums). • Collection basket. • Ensure the tabernacle key is in the tabernacle lock, if it is not there, it is in the central cabinet in the priest's sacristy. • Make sure all ministry positions are filled. <ul style="list-style-type: none"> • Mass with a Deacon: When the Deacon is present, Eucharistic Minister #3 will not have any duties.
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COORDINATORS	<ul style="list-style-type: none"> • The credence table outside the sacristy door should have ... <ul style="list-style-type: none"> • Sacramentary • Presider's chalice, purificator, corporal, paten, large host • 3 wine chalices and purificators • Silver water cruet filled about ½ to ¾ full. • Towel • Gold water cruet – filled about ¾ full. • Gold water finger bowl • 2nd chalice used for vessel purification after Communion (not needed if a Deacon is present) • Place the mass intention sheet on the Presider's chair. • Check with the Choir Director ... <ul style="list-style-type: none"> • to see if there is a Cantor to perform the Opening Greeting. • to see if the Cantor or the Lector will be reading the Responsorial Psalm between the readings and advise the Lector accordingly. • to see if the Cantor or the Lector will be reading the Intentions after the Creed and advise the Lector accordingly. If there is not a sheet listing the Intentions, then the Presider will handle the Intention; <i>ensure the Presider is aware that he will be responsible for the Intentions.</i> • Ensure that the candles are lit no more than 15 minutes before the start of the mass.
ALTAR SERVERS	<ul style="list-style-type: none"> • Light the candles no more than 15 minutes before the start of the mass. • Get the Cross.
LECTOR	<ul style="list-style-type: none"> • If you are coming alone, you may want to ask an Usher to save you a seat. • Review the readings (please practice as necessary before coming to church). Pay attention to the ribbon color marking your readings. • Place the book on top of the ambo or on the shelf in the ambo. • <i>The Lector should make any "pre-mass" announcements just before the procession goes to the Gathering Space for the entrance procession.</i>
GREETERS	<ul style="list-style-type: none"> • The Greeters should go to the side doors (<i>by the choir & by the flexible seating area</i>). You can prop open or hold the doors open if weather permits. • Be friendly and greet people with a smile and a "Good Morning" or "Good Evening". • <i>The Greeter covering the right aisle (flex seating)</i> should be at the side door as soon as possible to assist people getting into the church and to inform the people of the procedure in that area, which is <ul style="list-style-type: none"> • There will be open spaces where a "wheelchair" or scooter can fit with a chair for a companion to seat with them, please point these spaces out. • <i>A Eucharistic Minister will distribute Communion to the people in this area at their seats.</i> • For clarity sake, we are just "suggesting" that the flexible area would best suit their seating and worship needs. If they want to sit in the main body, they are welcome to do so. This area is not "reserved" for the handicapped, it is open to anyone. • Once the procession begins, close the doors and you can take your seat at this time.

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USHERS	<ul style="list-style-type: none"> • Pick up the collection basket, wine and hosts from the Sacristy to bring to the table at the rear of the church. Make sure the emergency phone has a dial tone. • Be observant and know where seating is available at all times. • One Usher should be at the front of the center aisle until the procession starts to assist people in finding a seat. • The remaining center aisle Usher should direct people to the Usher near the front or help them find other seating. • Be friendly and greet people with a smile and a “Good Morning” or “Good Evening”. • Make every effort to seat people in the body of the church or in the flexible seating area. The seating in the Gathering Space is primarily for overflow. • The front pew on the left side will normally be used by the Altar Servers. When all other seating is full, the Altar Servers can be seated in the altar area. • There are additional chairs available in the Altar Server sacristy that can be moved to the Gathering space. • Check the bulletin before the liturgy to see if there are Offertory Bearers scheduled. If the bulletin says “Volunteers”, <u>please ask for Volunteers</u> from the people seated near the back.
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PROCESSION IN

ALTAR SERVERS	LECTOR	<ul style="list-style-type: none"> • Process to the altar. <ul style="list-style-type: none"> ○ Mass with a Deacon: Order of procession: cross bearer, altar servers, Deacon & Presider. The Deacon will carry the Book of Gospels in the entrance procession. The Lector will be seated with the congregation. ○ Mass without a Deacon: Order of procession: cross bearer, lector, altar servers & Presider. The Lector will carry the Book of Gospels in the entrance procession. • Altar Server #1, carrying the cross, should stand left of center. The Lector should stand right of center. The Altar Server #2 should stand by the left handrail. If there is an Altar Server #3, they should stand next to Altar Server #2. • <i>The Presider should genuflect, if he is able, because the tabernacle is in the sanctuary. Whatever the Presider does, the Altar Servers should do the same.</i> • Altar Server #1 will walk up the stairs in front of the altar to place the cross on its stand and then proceed to the seat to the right of the Presider’s chair. The remaining Altar Servers will proceed to the first row pew on the left side (choir). • The Lector (or Deacon) will follow the Presider up the stairs in front of the altar, around to the back of the altar and place the Lectionary on the altar. <i>The Lector will then proceed to the bottom of the stairs in front of the altar, bow to the altar and then proceed to their seat in the congregation.</i> The Deacon will be seated in the chair in front of the Raredos, near the ambo. • When the Presider says, “Let us pray,” the Altar Server #1 will pick up the book and walk toward the Presider. Stand in front of the Presider but slightly to his left. Stand close enough to hold the book comfortably. Do not hold the book directly in front of you but off to your left side.
USHERS		<ul style="list-style-type: none"> • Be alert to late-comers, seat them immediately unless the readings are in progress. If the readings are in progress, you could say something like, <i>“I will be glad to help you find a seat as soon as the readings are completed.”</i>

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READINGS

LECTOR	<ul style="list-style-type: none"> • Walk to the base of the steps in front of the altar and bow. • Walk toward the ambo and climb the stairs to the left of the ambo. • In between the readings, the Lector will be seated next to the credence table. • <i>After the second reading, leave the book open on the ambo, walk down the steps next to the ambo, walk to the base of the steps in front of the altar, bow and then return to your seat.</i>
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OFFERTORY

USHERS	<ul style="list-style-type: none"> • As soon as the Presider completes the homily, get the collection baskets from the Usher room. • If the bulletin calls for "Volunteers" please try to find someone from the Gathering Space or from the last couple pews, if feasible.
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The Deacon will read the Mass Intentions instead of the Lector.

ALTAR SERVERS	COORDINATOR	<ul style="list-style-type: none"> • <i>Mass with a Deacon: After the Prayer of the Faithful, Altar Server #2 will walk to the base of the stairs, bow to the altar, climb the stairs and walk to the credence table. Altar Server #2 will place the 3 wine chalices with purificators and silver water cruet on the altar. The Deacon will place the corporal and Presider's chalice with the purificator and the Sacramentary on the altar. When finished, go down the same steps, bow to the altar and then return to your seat.</i> • <i>Mass without a Deacon: After the Prayer of the Faithful, Altar Server #2 and the Coordinator will walk to the base of the stairs, bow to the altar, climb the stairs and walk to the credence table. Altar Server #2 will place the 3 wine chalices with purificators and silver water cruet on the altar. The Coordinator will place the corporal and Presider's chalice with the purificator and the Sacramentary on the altar. When finished, the Altar Server and the Coordinator should go down the same steps, bow to the altar and then return to their seats.</i>
USHERS	<ul style="list-style-type: none"> • Once the Altar Server starts up the steps, the Ushers should proceed to the front of the church. • Once at the front, genuflect or bow, and then begin taking the collection. • The Usher covering the right side aisle should also handle the Flexible Seating area. • Whichever Usher finishes their aisle first should assist collecting the right side aisle. • Any other Usher should review Offertory Bearers instructions with the Offertory Bearers. • The remaining Ushers should hand the gifts to the Offertory Bearers. Before allowing the Offertory Bearers to process up the main aisle, be sure the Presider is ready to receive them. If there are no Offertory Bearers and Volunteers were not found, the Ushers will bring the gifts to the altar. 	
OFFERTORY BEARERS	<ul style="list-style-type: none"> • Wait for the Ushers to hand you the gifts. • The person carrying the Offertory Basket should be last. • Walk to the front of the church and stop at the base of the stairs. • The Presider will accept the gifts at the base of the stairs. 	

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ALTAR SERVERS	<ul style="list-style-type: none">• <i>All Altar Servers should proceed to the stairs in front of the altar and stand behind the Presider. Altar Servers #2 & #3 should remember to bow to the altar before climbing the stairs.</i>• The Presider will receive the gifts from the Offertory Bearers and hand them to the Altar Servers.• The Altar Servers will place the bread and wine gifts on the altar. The collection basket will be placed in the sacristy.• Altar Server #1 will pick up the gold water pitcher and the gold finger bowl.• Altar Server #2 will pick up the towel <i>and unfold it.</i>• Both Altar Servers will <i>immediately</i> walk to the circle in the floor by the altar.• When the Presider genuflects to the altar, Altar Servers #1 & #2 should step forward. When completed, return the items to the credence table.• <i>Mass without a Deacon: After the Presider has washed his hands and you have returned the items to the credence table, it may be necessary to go back to the altar to get the wine decanter and the silver water cruet to return them to the credence table.</i>• <i>All Altar Servers should go sit in the first pew.</i>
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COMMUNION

ALTAR SERVERS	<ul style="list-style-type: none">• <i>Walk to the stairs, bow to the altar, walk up to the Presider and give him the Sign of Peace. Stand at the rear of the dark gray portion of the floor between the altar and Reredos.</i>• <i>One of the Ministers will give you the Body of Christ and then they will go to the people seated in the flexible seating area.</i>• <i>Then that Minister will return to the altar for the Cup and then will give you the Blood of Christ and then they will go to the people seated in the flexible seating area.</i>• <i>Altar Server #1 can go to their seat in the sanctuary.</i>• <i>Altar Servers #2 & #3 should stand by the credence table until the congregation has received Communion and then they can go to their seats in the first pew.</i>
EUCCHARISTIC MINISTERS	<ul style="list-style-type: none">• At the Sign of Peace, <i>proceed to the altar stairs, bow to the altar and then climb the stairs EXCEPT those in front of the altar.</i> If possible, give the Presider the Sign of Peace.• <i>Mass without a Deacon: Minister #4 will go to the Tabernacle, genuflect, open the Tabernacle, remove the host ciborium, close the Tabernacle, walk to the altar, remove the top and place both items on the altar.</i>• Stand <i>just behind</i> the circle formed in the terrazzo.• Minister #1 will be the wine minister for the choir side.• Minister #2 will be the wine minister for the flexible seating side.• Minister #3 will be the host minister for the center aisle and the choir.<ul style="list-style-type: none">○ Mass with a Deacon: The Deacon will give out Communion alongside the Presider at the center aisle and then will give communion to the choir.• Minister #4 will be the <u>host and wine</u> minister for the Altar Servers and the flexible seating area.• Also be aware of the people seated in the front pew in the main body of the church. If the Presider does not go to them to offer communion, then you should go there <u>before</u> ministering to the flex area.

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<p style="text-align: center;">USHERS</p>	<ul style="list-style-type: none"> • <i>After the Presider receives Communion</i>, the two center aisle Ushers will proceed to the first pew. The main body of the congregation will receive Communion first.
<p style="text-align: center;">EUCCHARISTIC MINISTERS</p>	<ul style="list-style-type: none"> • <i>When distributing Communion</i>, <ul style="list-style-type: none"> ○ <i>Hold up the Host and say, "The Body of Christ."</i> ○ <i>Hold up the Cup and say, "The Blood of Christ."</i> • <i>If someone comes to you that is not taking Communion (arms crossed against their body), you can hold your hand up toward them (I stop short of placing my palm on their head) and say one of the following, "May God be with you." or "May God bless you." or "May God bless you and keep you,"</i> • If a host falls, pick it up and eat it, if you are comfortable doing so. Otherwise, hold on to the host until the end of the liturgy and give the host to the Presider. • If you run out of hosts, there might be some left on the altar. You can return to the altar to retrieve another ciborium or possibly, the other Minister will notice and bring you a replacement. • <i>Minister #4 will first distribute the Body of Christ to the Altar Servers standing behind them and then to the people sitting in the flexible seating area.</i> • <i>Minister #4 should also be aware of the people seated in the front pew in the main body of the church. If the Presider does not go to them to offer communion, then you should go there <u>before</u> ministering to the flex area.</i> • <i>Minister #4, after distributing the Body of Christ to the flex seating area, should return to the altar for the Cup with the Blood of Christ and distribute it to the Altar Servers and then to the flex seating area. Remember to bow to the altar.</i> • When Minister #4 finishes distributing communion, remove the following from the altar; <ul style="list-style-type: none"> • Put the Sacramentary (book) on the shelf under the credence table. • The Presider's chalice, purificator, corporal and paten will go on the credence table for purification. • Bring the ciborium covers to the credence table. • Minister #4 should pay attention to the Presider and all other ministers, if they are running out of hosts or wine, they can take any whatever remains on the altar to them and exchange vessels. • After the congregation receives communion, Minister #3 will serve communion to the choir. • Ministers 1 & 2 should adjust their position as necessary for the smoothest flow of communicants. • If you are a wine minister whose chalice still has consecrated wine and you are finished ministering, move toward any other wine ministers that are still giving out their wine to assist if necessary. If your chalice is empty, proceed to the credence table and wait.
<p style="text-align: center;">LECTOR</p>	<p>After you receive Communion, you may either return to your seat in the congregation or you may proceed <i>to the side of the altar, bow to the altar and then go</i> to the chair near the ambo.</p>

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PURIFICATION OF THE COMMUNION VESSELS

EUCCHARISTIC MINISTERS	<ul style="list-style-type: none"> The Purification of the Vessels will take place at the credence table by the sacristy door. All hosts should go into one ciborium and placed in the Tabernacle by a Minister. <i>Once all vessels are at the credence table and the remaining hosts are in the Tabernacle, one minister should stay to assist the Presider or Deacon with the Purification by drying the vessels, the remaining Ministers can descend the stairs, proceed to the side of the altar, bow to the altar and return to their seats.</i>
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AFTER COMMUNION

USHERS	<ul style="list-style-type: none"> There will normally be a second collection on the last Sunday of each month. When bringing the second collection to the sacristy, use the <i>right side aisle going behind the flexible seating area</i> and into the sacristy.
LECTOR	<ul style="list-style-type: none"> Follow the Presider's lead here, either before or after the Presider delivers the final blessing, you can proclaim any announcements. <i>If there is a Deacon, you may return to your seat or you may stay by the credence table.</i>

PROCESSION OUT

USHERS	<ul style="list-style-type: none"> When the Presider says "Go in peace", the two side aisle Ushers should proceed to the side doors to hand out bulletins and help anyone out who may require assistance. The center aisle Ushers will hand out bulletins and provide assistance in the Gathering Space.
LECTOR	<ul style="list-style-type: none"> <i>The Book of Gospels will always remain with the congregation (in the ambo).</i>
ALTAR SERVERS	<ul style="list-style-type: none"> <i>When the Presider goes to kiss the altar, Altar Server #1 should walk behind the Tabernacle, remembering to genuflect at the Tabernacle, get the cross and proceed down the steps to stand in front of the altar. All remaining Altar Servers should take their position in front of the altar.</i>
ALTAR SERVERS	<ul style="list-style-type: none"> Mass with a Deacon: Order of procession; Cross Bearer, Altar Servers, Deacon & Presider. When the Presider genuflects or bows, you should genuflect or bow. Mass without a Deacon: Order of procession; Cross Bearer, Lector, Altar Servers, Presider. When the Presider genuflects or bows, you should genuflect or bow.
LECTOR	

AFTER THE LITURGY

ALTAR SERVERS	<ul style="list-style-type: none"> Put out the candles. Return the cross to its stand. Please neatly hang up your Cassocks and Surplices.
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EUCCHARISTIC MINISTERS	<ul style="list-style-type: none">• All Ministers should come to the sacristy to clean the vessels.• After mass, the ciborium <u>and</u> their covers need to be thoroughly washed with soap and dried completely.• To prepare for the next service (if there is one), the shelf and the credence table should have: the Presider's chalice, then purificator, then paten, then corporal on top; three wine chalices; the Sacramentary book; the silver cruet with water; the golden cruet with water, golden finger bowl and towel used when washing the Presider's hands.• If this is the last mass of the day, all vessels should remain in the sacristy.
USHERS	<ul style="list-style-type: none">• The side aisle Ushers can bring any remaining bulletins back to the usher room unless this is the last liturgy of the weekend, at which case they can be left at the exits.• All Ushers should look in and under the pews for any items left behind.• If any "Reserved" signs were used, return them to the Sacristy.
COORDINATORS	<ul style="list-style-type: none">• If this is the last mass of the day, lock the doors throughout the sacristy.<ul style="list-style-type: none">○ Between choir area and priest's sacristy.○ Between priest's and altar server's sacristies.○ Between Priest's sacristy and the sanctuary.• Ensure the tabernacle is locked and the key is returned to the central cabinet in the priest's sacristy.