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LITURGICAL CELEBRATIONS
AT
SAINT DENIS PARISH

A REFERENCE GUIDE FOR:

ORDAINED MINISTERS
USHERS
READERS
EXTRAORDINARY MINISTERS OF HOLY COMMUNION
SERVERS

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Foreword

Thank you for making the commitment to serve as a Minister to the Holy Sacrifice of the Mass for Saint Denis Parish. This Reference Guide is intended to answer questions that you may have regarding procedures during the various parts of the Mass, and how the various Ministers are expected to respond based on Church law and parish tradition. *This guide is intended for reference only, it is not intended to be read in its entirety* (although, of course, you are quite welcome and encouraged to do so.)

It is important to remember that the celebration of the Eucharist is “the summit toward which the activity of the Church is directed; at the same time it is the font from which all her power flows” (*Constitution on the Sacred Liturgy* 10.) As such, it is the public prayer of the Church – no one should ever consider any Mass to be “their” Mass, be it either layperson or priest. Called upon to serve in ministry during the Mass, either through ordination or by commission, we must serve God and the people with dignity and humility. These guidelines are intended to direct our actions and our worship to God alone in accordance with the wishes of the Church, which Christ instituted to carry on his teachings upon this earth.

Please note that this is considered a “living document” and is subject to revision and correction. You will be notified if a more recent version has been posted and what changes have been made from previous editions.

-Fr. Ed Blanchett,
Pastor.

Summary of Changes

October 2012 – Initial release of document.

March 2013 – Added on-line reference, updated altar server role during Liturgy of the Eucharist, line-up order of EMHCs for reception of Blessed Sacrament and Precious Blood.

July 2014 – Updated to include differences in Our Lady Star of the Sea Beach Chapel (OLSS)

Key for Terms used in this Document

Altar – the large central table used for celebration of the Mass

Blessed Sacrament – the term used to describe the bread after it has been consecrated by the Celebrant. It is the real and substantial Presence of Christ’s sacramental Body

Book of Gospels – a large book which contains each Sunday’s Gospel reading (different from the Lectionary, which contains all three readings.) It may be used by the Deacon or Celebrant to proclaim the Gospel

Cantor – the person who is leading the Congregation in the songs for the Mass

Celebrant – the priest who is celebrating the Mass. He may be accompanied by one or more other priests, or **Concelebrants**

Chalice(s) – the cup(s) used for the wine at Mass. There may be one for use by the Celebrant and up to four for use by the Extraordinary Ministers of Holy Communion

Ciboria – the containers used for the bread used in Communion. The singular of this word is **ciborium**

Congregation – all other participants at Mass

Corporeal – the large folded white cloth which is placed on the Altar on top of the Altar cloth and under the Chalice(s) and Ciboria. It is used in case any of the Precious Blood is spilled

Credence table – the side table where the Chalice(s), finger bowl and towel are placed before Mass

Cross – the large processional Crucifix is carried by one of the Servers when processing in and out as well as when leading the people with the gifts for the Offertory to the Sanctuary

EMHC – Extraordinary Minister of Holy Communion, a layperson who has been commissioned by the Bishop to distribute the Blessed Sacrament to participants at Mass as well as those in hospitals, nursing homes and the homebound.

Genuflect – to go down on one knee, pause for a moment, and stand up again

GIRM – General Instructions of the Roman Missal, the set of liturgical directives that are given in the front of the Roman Missal

Incense Boat – a small container with a lid and tiny spoon, used for placing incense into the Thurible

SDP – Saint Denis Parish, which is comprised of two church buildings, *St. Denis* (SDC) and *Our Lady Star of the Sea* (OLSS)

Lectionary – a large book used by the Reader to proclaim the First and Second Readings and may be also used by the Deacon or Celebrant to proclaim the Gospel

Ministers – the collective name for the EMHCs, Readers and Servers

OLSS – Our Lady Star of the Sea Chapel, located at 554 East Main St. in Manasquan

Predella – the raised platform that the Altar, Ambo and Tabernacle are placed upon

Pulpit – the stands which are on either side of the Predella at SDC and in the Sanctuary at OLSS. The larger one is used to proclaim the Readings, Gospel and Homily, while the smaller one is used by the Cantor to lead the Congregation in songs. An older term for the pulpit is “Ambo”

Purificator – the white cloths used by the Celebrant and the EMHCs to clean the Chalices. They usually have a red Cross sewn into them in order to distinguish them from finger towels

Reader – a layperson who has been commissioned by the Pastor to proclaim the Readings at Mass. This term is often used synonymously with the word **Lector** (which is officially the installed ministry of a man preparing for ordained ministry.)

Roman Missal – the large red book with 5 or 6 ribbons. It contains the prayers used by the Celebrant during Mass

Sacrarium – in some churches, the special sink located next to the regular sink in the Sacristy. Leading directly into the ground, it is where any of the vessels used during the Mass are to be purified. *Nothing else* is ever to be poured into this sink as it can become clogged very easily. At SDC, the sacrarium is in Sacristy; there is no sacrarium at OLSS.

Sacristy – the room where the sacred vessels and other items for the altar are kept. Celebrant and the Ministers prepare for Mass. At SDC it is located behind the altar and at OLSS it is just inside of the main entrance

Sanctuary – the area in front of the pews upon which the Predella, Pulpit and Altar are placed

Simple bow – a slight nod of the head, with little or no movement at the waist

SDC – St. Denis Church, located at 90 Union Ave in Manasquan

Precious Blood – the term used to describe the wine after it has been consecrated by the Celebrant. It is the real and substantial Presence of Christ's sacramental Blood

Tabernacle – the locked container that holds the Blessed Sacrament. In SDC it is behind the celebrant's chair and at OLSS it is to the right of the altar (facing front)

Thurible – metal container with a lid and long chain used to hold burning charcoal and incense

Vestry – the room where the Celebrant and the Ministers prepare for Mass. At SDC it is located near the main entrance and at OLSS it is combined with the Sacristy

Checklist Before Mass

All Ministers for the Mass should **arrive** and **sign in** at the back of the church at least 10 minutes before Mass begins. Please see the Celebrant regarding any special instructions for the Mass.

Servers should decide who will perform which duties for the Mass:

- ✓ holding the Roman Missal for the Celebrant
- ✓ carrying the candles for the procession
- ✓ carrying the Cross for the Offertory
- ✓ bringing up the Chalices and Roman Missal to the altar after the Offertory
- ✓ ask if the Celebrant wants to purify the Chalice after Communion or wait until after Mass
- ✓ *if incense is being used*, make sure that the charcoal is lit at least 5 minutes before Mass begins.

EMHCs should make sure that the following preparations have been made:

- ✓ Decide who will administer the Blessed Sacrament and who will administer the Precious Blood
- ✓ Who will administer the Blessed Sacrament to the person(s) operating the video screens in the A/V room (SDC) and the Overflow room (OLSS)

Readers should make sure that the following preparations have been made:

- ✓ Lectionary is on the pulpit and turned to the correct first reading
- ✓ If present, that the Book of the Gospels will be carried in the procession by the Deacon. If **no Deacon** is present at the Mass, it should be placed on the Altar before the beginning of Mass.

Ushers should make sure that the following preparations have been made:

- ✓ The plastic bag(s) has been prepared for the collection
- ✓ A family has been selected to present the gifts for the Offertory
- ✓ The gifts for the Offertory have been placed on the table for the gifts
- ✓ If there are any Congregants who are unable to come forward for Communion or need a low-gluten host, the Deacon and/or Celebrant are made aware of these needs
- ✓ Determine if a second collection will be taken up at the Mass.

Entrance Rite

When the Mass begins, the processional order is as follows:

- ◆ [*Server carrying incense, if used*]
- ◆ **Server** carrying the Cross
- ◆ **Servers** carrying the candles
- ◆ **Deacon** carrying the Book of the Gospels
- ◆ [*Concelebrant(s), if any*]
- ◆ **Celebrant** (and **Deacon** if he *is not* carrying the Book of the Gospels)

- ◆ The **Servers** wait until the introduction to the opening song has finished and the Deacon or Celebrant has given the “go-ahead” signal before they begin the procession.
- ◆ All in the procession walk to the edge of the Sanctuary. **Server(s)** carrying candles and the Cross perform a simple bow and move to place the items they are carrying in their proper holders. The **Deacon** places the Book of Gospels upright into the stand on the Altar.
 - Customarily, the **Celebrant** will genuflect to the Blessed Sacrament, but this may vary by priest – to preserve a uniformity in worship, please do whatever the Celebrant does. After making the sign of reverence, **all** move to their places.
- ◆ The **Celebrant** will begin Mass in the usual way. At the words “Let us pray,” the **Server** who will hold the Roman Missal comes forward with the book, holding it until the Congregation replies “Amen” and the **Server** takes the Roman Missal back. **All** return to their places and sit.

Liturgy of the Word

- ◆ After the Congregation has sat down, the **Reader** comes forward, moving directly from their seat to the Pulpit, with a simple bow to the Altar before entering the Sanctuary.
- ◆ The **Reader** proclaims the First Reading, starting with the words “*A reading from...*” and ending with “*The Word of the Lord.*” After the Congregation says “Thanks be to God” the **Reader** steps back from the Pulpit and stands (or sits if a chair is available) during the Responsorial Psalm.
- ◆ After the Responsorial Psalm, the **Reader** proclaims the Second Reading, starting with the words “*A reading from...*” and ending with “*The Word of the Lord.*” After the Congregation says “Thanks be to God” the **Reader** removes the Lectionary from the Pulpit, places it into the shelf space on the side of the pulpit and returns to their place in the Congregation.
- ◆ After the Gospel, the Homily and the Profession of Faith have been proclaimed, the **Deacon** or **Celebrant** will offer the Universal Prayer (also called the General Intercessions, Universal Prayer or Prayer of the Faithful.)

Liturgy of the Eucharist

- ◆ When the Congregation sits, the **Servers** who will bring the Chalice to the Altar go to the Credence table and carry the main Chalice, followed by all of the other Chalice, the Corporals and the Roman Missal to the Deacon or Priest who is preparing the Altar. The **Servers** then return to their places and sit. Meanwhile, the **Ushers** will take up the collection and prepare the family who will bring the gifts forward. After the collection has been completed, *at least two* of the **Ushers** are to ensure that the collection is sealed and has been put into the safe place in the vestry.
- ◆ When the **Celebrant** stands up to collect the gifts, two **Servers** will proceed to the Sanctuary and wait on either side of the **Celebrant**, while the other **Server** goes to the credence table. He will take the gifts and give them to the **Deacon** who in turn will give them to the **Servers**. The **Servers** will then move to the Altar and place them on the altar (remove the tops from the Ciboria after they have been placed on the Altar.) The **Servers** will then return to the Credence table. While the **Celebrant** is saying the prayer over the bread, one **Server** takes the water and brings it to the **Deacon**, who will mix a small amount with the wine. The **Deacon** will give the water back to the **Server**, who then returns to the Credence table.

*[If incense will be used, one **Server** will take the Thurible, go to the **Celebrant** and open the Thurible. The other **Server** will take the Incense Boat and give it to the **Celebrant**. The **Celebrant** will place a little incense into the Thurible and will silently bless it. He will then return the Incense Boat to the **Server**. The **Server** holding the Thurible will close it and give it to the **Celebrant**. Both **Servers** will then step back. The **Celebrant** will incense the gifts, the altar and may also incense the Congregation. Once the **Celebrant** has finished with the Thurible, he will give it to the **Server**, who will return it to its stand.]*

- ◆ One **Server** will get the water for washing and the water bowl, while the other **Server** takes the finger towel. They wait until the **Celebrant** bows and begins to walk to the side of the Altar. One **Server** will pour water on the **Celebrant's** fingers and the other **Server** will give the finger towel to the **Celebrant**. After the **Celebrant** has given to finger towel back to the **Server**, both **Servers** return to the Credence table, place their items back, and proceed to their chairs.
- ◆ The **Servers**, **Readers** and **EMHCs** will perform the same actions as the Congregation during the Eucharistic Prayer (e.g. standing, kneeling, singing, etc.), the Our Father and the Sign of Peace.
- ◆ As the “Lamb of God” begins, the **EMHCs** and **Servers** begin to move towards the Altar. The **EMHCs** line up to one side of the Altar and the **Servers** will line up on the other side.
 - The line-up order of **EMHCs**, from closest to the edge of the Predella moving towards the celebrant’s chair:
 - the **EMHC** closest to edge of Predella will receive the Precious Blood, proceeding to the furthest station in back (location *B4* in Appendix A);
 - the next two **EMHCs** receiving the Blessed Sacrament for the back stations (locations *S4* and *S3*);
 - the remaining Precious Blood station in back (location *B3*);
 - the Precious Blood station by the choir (location *B2*) and the Precious Blood Station on the street side (location *B1*).
 - *If there is no **Deacon** at the Mass*, the remaining **EMHC** will receive the Blessed Sacrament station next to the **Celebrant** (location *S2*).

- ◆ After the **Celebrant, Concelebrants** and **Deacon** (if present) have received Communion, they will administer Communion to all standing in the Predella, Blessed Sacrament first, Precious Blood second. The **EMHCs** will proceed to their assigned stations (*see Appendix A*) while the **Servers** return to their places. When distributing Communion, all Ministers are to use the formula, “The Body of Christ” or “The Blood of Christ.”
- ◆ When Communion has completed, the **EMHCs with Precious Blood** will remain at their stations to consume any Precious Blood that remains in their Chalice (if they are unwilling to do so, they may ask one of the other EMHCs, the Deacon or Celebrant to consume the Precious Blood at the Credence table) and return to their seats. The **EMHCs with the Blessed Sacrament** will proceed to the Altar, give their Ciborium to the Deacon or Celebrant and return to their seats (if there are several Ciboria, the Deacon or Celebrant may request one of the EMHCs to assist with bringing them to the Tabernacle.)
- ◆ If the **Deacon** or **Celebrant** wishes to purify the Chalice immediately after Communion, *either at the Altar or at the Credence table*, one **Server** may bring the water to the Altar and then return to the Credence table after the **Deacon** or **Celebrant** has given the water back, or will remain at the Credence table to assist the **Deacon** or **Celebrant** as needed. When the **Deacon** or **Celebrant** has finished purifying and/or re-assembling the Chalice, one **Server** goes to the Altar, takes the Chalice back to the Credence table, then returns to their seat.

Concluding Rite

- ◆ Once the Congregation has been seated and a few moments have been allowed for private reflection, the announcements (if any) are said by the **Deacon** or **Celebrant**.
- ◆ When the **Celebrant** stands and says, “Let us pray,” the **Server** who will hold the Roman Missal comes forward and takes it from the **Celebrant**. The **Celebrant** will say the closing prayer. If there is a final blessing, the **Celebrant** will indicate that the **Server** is to remain standing in place and holding the Roman Missal until the **Celebrant** takes the Roman Missal back.
- ◆ When the **Celebrant** or the **Deacon** says the dismissal (i.e. “The Mass is ended”), the **Server** carrying the Cross retrieves it and the other **Servers** move to the edge of the Sanctuary and wait for the **Celebrant** and **Deacon** to take their places. *Neither the Book of Gospels nor the Lectionary are to be carried out in the Recessional.*
- ◆ Whether the **Celebrant** bows or genuflects, **all Ministers** perform the same action (except for those Ministers who are carrying an item, who only perform a simple bow.)

Checklist After Mass

Servers should:

- ✓ Make sure that anything that they carried in and out of Mass (Cross, Candles, Incense, etc.) has been put away properly. The sacred vessels (Chalice and Ciboria) are not to be put away until after they have been purified by the Deacon or Celebrant, if they were not purified during Mass
- ✓ Make sure that the vestments they used during Mass have been properly placed on a hanger and stored on the vestment rack.

EMHCs should:

- ✓ *If at the last Mass for the day*, ensure that the Tabernacle key has been returned to the Sacristy and placed in the cabinet with the Chalices.

Ushers should:

- ✓ Do a general clean-up of the Church, picking up papers from the pews and ensuring that the windows are closed.
- ✓ Check that the collection has been locked securely in the safe.

Readers should:

- ✓ Make sure that the Book of Gospels from the Pulpit and has either been placed in the Vestry
- ✓ Replace the Lectionary on the Pulpit turned to the proper first reading for the next scheduled Mass.

All should:

- ✓ Take a quick look in the Vestry, Sacristy and Sanctuary. If anything has been moved out of place or something has been forgotten by a Minister, please take the initiative to put it away properly.

Frequently Asked Questions

When should Ministers bow and when should they genuflect?

Typically, one should make a sign of reverence whenever approaching the Sanctuary, as it symbolizes that they are approaching in a special way the throne of God. One should *genuflect* when approaching the Blessed Sacrament at the beginning and at the end of Mass and should *bow* at other times during the Mass. In order to maintain consistency amongst the Ministers, please try to follow the example of the Celebrant (who may bow at the beginning and end of Mass due to physical infirmity.) This also means that servers only need to bow/genuflect at the beginning and end of Mass, not every time they cross in front of the Altar/Tabernacle. Also, while it is certainly permissible Readers and EMHCs to use the ramp behind the Altar when approaching to exercise their ministry (particularly if physical need requires it), it is *not* required to use it; ministers may approach and exit using the most expedient and reverent route.

I'm a Minister of the Precious Blood and I can't consume any of it due to medications I am taking (or other reason.) What do I do?

There are two options in this case. The first is to ask one of the other Ministers to consume any of the Precious Blood. The second is to go directly to the Sacristy after Communion and leave it on the counter for consumption by the Deacon or Celebrant after Mass (please let them know that it is there as soon as possible.)

I'm an EMHC and when I am distribute Communion at Mass I like to be more personal by including the person's name (e.g. "John, the Body of Christ.") Is this OK?

When we come forward to receive Jesus in the Eucharist we are all equally welcome to this precious gift. People that are *not* referred to by name when offered the Blessed Sacrament or the Precious Blood may feel as if they are "inferior" because they are not addressed the same. So the rule of thumb is, unless you can refer to everyone who comes to you by his/her name – and there may be such occasions, such as small group Masses or situations where name tags are worn – you should not refer to anyone by name when distributing Communion.

While administering the Blessed Sacrament/the Precious Blood during Mass, someone drops the host or spills the cup. What do I do?

If either the EMHC or a communicant drops a consecrated host, simply pick it up and place it in the palm of your hand that is not being used to distribute Communion. You may either consume it yourself when Communion has completed or – particularly if it fell after being placed in someone's mouth – bring it back with you to the Tabernacle after Communion and let the Deacon or Celebrant know about it so that it can be disposed of properly. *If a Chalice is spilled*, immediately open the Purificator completely, place it over the spill (so that no one steps in the spilled Precious Blood) and go to the Sacristy to get more Purificators (*not* paper towels) to properly cover the spill. Notify the Deacon or Celebrant immediately so that it can be properly cleaned up after Mass.

After Communion is finished, should the EMHCs purify the chalices?

In 2006 Pope Benedict XVI chose *not* to renew the indult which permitted EMHCs to purify the chalices and ciboria used at Mass (c.f. *Congregation for Divine Worship and the Discipline of the Sacraments, Prot. n. 468/05/L* Rome, 12 October 2006). Since then, only deacons and priests are permitted to purify after Communion. When you are placing the chalice on the credence table, you may put the purificator flat over the chalice or directly on the credence table (please consume any of the Precious Blood remaining in your chalice, if you are able).

Appendix A
Locations for Communion at SDC and OLSS

- *Blessed Sacrament (S) Stations* -

S1 & S2: at the head of the main aisle, directly over the Holy Spirit floor fresco

S3 & S4: midway in the Church, in the wider space between pews

- *Precious Blood (B) Stations* -

B1 & B2: at the end of the first pews in front

B3 & B4: directly behind and at the end of the pews in the wider space

(N.B. EMHCs going to mid-church are to use the left-side aisle when going to their stations)

