

# Instructions for Lectors and Extraordinary Ministers of Holy Communion (EMHC) St. Mary Catholic Church – Jan 1<sup>st</sup>, 2020

Dear Lectors and EMHC's

Thank you for your service to our Eucharistic Lord Jesus and to the Word of God! I am so grateful for your ministry that makes the Holy Mass at our beloved parish even more beautiful. At most of our weekend Masses, the same person serves as both Lector and one of the Extraordinary Ministers of the Holy Communion. If you are Lector, I invite you to be mandated by the Archbishop as an EMHC so you can also assist with Holy Communion.

We have more altar servers helping with the weekend Masses than we've had in the past. When altar servers are present, your role will be limited to Lector and Extraordinary Minister. **If there are no altar servers, I ask you to assume their serving duties as well.** The following instructions include these duties so that you will know what to do when they are not present.

In Jesus and Mary,  
Fr. Darrick Leier

## During the week before Mass

1. Prayerfully study the readings from Sacred Scripture you'll proclaim to the people of Saint Mary's! The importance of this cannot be over stressed. We must love and understand the Word we're proclaiming and take it into our hearts deeply before we are able to effectively proclaim it to others. Your proclamation of Sacred Scripture will be even more powerful to the extent that you have wrestled with the impact of the Word in your own life.

## Ten minutes before Mass

2. Read over Prayers of the Faithful to carefully check for pronunciation of names.
3. Adjust the microphone to your height.

## Two minutes before Mass

4. Two minutes before Mass begins; Fr. Darrick, Deacon Phil, extraordinary ministers, lector, servers, sacristan, ushers and greeters will gather in the upper lobby for a short prayer. We'll ask our dear Lord to bless our ministries and all who are present for the Holy Mass.

## **Proclaim the Sacred Scriptures**

5. Read slowly with passion. Let me repeat, read slowly! In order to help with intelligibility, be careful to pronounce the hard final consonant of words ending in the letters “D”, “K” and “T.” Here’s a little tip: if you have difficulty pronouncing the final “D”, “K” and “T”, you’re reading too quickly!
6. After the first reading, take a seat on a bench at the rear of the sanctuary while the cantor sings the Responsorial Psalm.
7. When Deacon Phil is present, after the second reading, move the Lectionary book from the top of the pulpit to the shelf below so there’s room for him to place the Book of the Gospels.

## **Prayers of the Faithful**

8. When Deacon Phil is present, he will read the Prayers of the Faithful. When we do not have a deacon, come to the ambo near the conclusion of the Creed. Begin your walk to the ambo when the words, “*I believe in the Holy Spirit, the Lord the giver of life...*” are spoken during the Creed. Be ready to read the petitions as soon as the priest says the introduction.
9. If altar servers are present, your role as Lector is complete and you take your seat in the pews.
10. If there are no altar servers, proceed as follows:

## **Offertory of the Mass**

11. While the collection is being taken by the ushers, the deacon prepares the altar. Join the priest at the front steps to receive the offertory gifts.
12. Bring the wine and water to the altar.
13. Then bring the water, gold tray and finger towel for the hand washing.

## **Eucharistic Prayer**

14. Kneel at the kneeler or the pad on the step of the sanctuary.
15. Ring the bells once (shortly) when the priest extends his hands over the chalice.
16. Ring the bells three times (loudly and slowly) when he has fully elevated the Sacred Host and then the Chalice. Pause between each of the three rings, take your time.

## **Distribute Holy Communion**

17. When Deacon Phil is present, two EMHC’s come forward to the altar during the Sign of Peace. When he’s not present, three Extraordinary Ministers come forward.

18. Once the priest has received from the chalice, he instructs the congregation in how to receive Holy Communion at Saint Mary's. If there is a guest priest, one of the EMHC's will make this announcement to the congregation: ***"To receive our Lord Jesus in Holy Communion, we start with the side aisles. Walk to the back of the church and come up the center aisle, followed by the center section."***
19. Do not give the Blood of Christ to the altar servers. Because they're holding patens, it would be difficult for them to receive.
20. Begin to distribute the Blessed Sacrament to the congregation. As a communicant approaches, offer the Host or Chalice to the person saying the words, ***"The Body of Christ"*** or ***"The Blood of Christ"***. Nothing else is said (such as the communicant's name).
21. When a child or adult approaches you with folded arms, this indicates they do not wish to receive communion. Say the following words to the person: ***"Receive the Lord Jesus in your heart"***. Do not reach out to touch the person at all, simply say the words to them only.
22. It could happen that someone attempts to carry the Body of Christ back to their pew or out of the church. Please keep an eye out for this. Try to verify each person has placed the Sacred Host into their mouths. If they haven't, calmly reach out to them, and quietly ask them to consume the Host. Please watch for this as well if you are sitting in the pews. As a mandated EMHC, you have the authority to approach that person and insist they consume the Host, or give it to you to consume or to return it to the priest or deacon.
23. Because small amounts of the Precious Blood may fall to the floor, **no one is allowed to dip the Host into the Chalice.** If someone attempts to do this, simply cover the chalice with your purificator and calmly ask them to first consume the Host.
24. If someone requests an extra Host to take home to a person who is sick, **do NOT do so.** Instead, ask them to talk to the Priest or Deacon after Mass.
25. If the Blood of Christ is spilled, immediately stop distributing and use your purificator to carefully wipe up the spot. Be aware that the Blood of Christ will splash on the hard floor, so make sure you wipe the area thoroughly. Go to the sacristy, get another purificator and resume distributing Holy Communion.
26. You've finished distributing Holy Communion. If there's extra Precious Blood in your chalice, turn your back to the congregation and consume what remains. If there is too much, the priest will help you. Then, place chalices, purificators and the ciborium on top of the secondary corporal on the side of the altar so the priest and deacon can purify them.
27. The Minister who has distributed the Body of Christ purifies their fingers by dipping them in the lavabo bowl which is on the windowsill by the server's table.
28. If there are no altar servers, bring the water cruet to the altar. After the vessels have been purified, take them from the priest and put them on the server's table.

## Final Note

29. What a remarkable honor to serve the Holy Mass! Because of the importance of your ministry, I ask you to wear your *"Sunday goin' to meetin' clothes"*. Dignified and modest dress shows respect to our Lord present in the Holy Eucharist and is a great reminder to others of the importance of the Holy Mass.

Thank you and God bless!  
+Fr. Darrick Leier