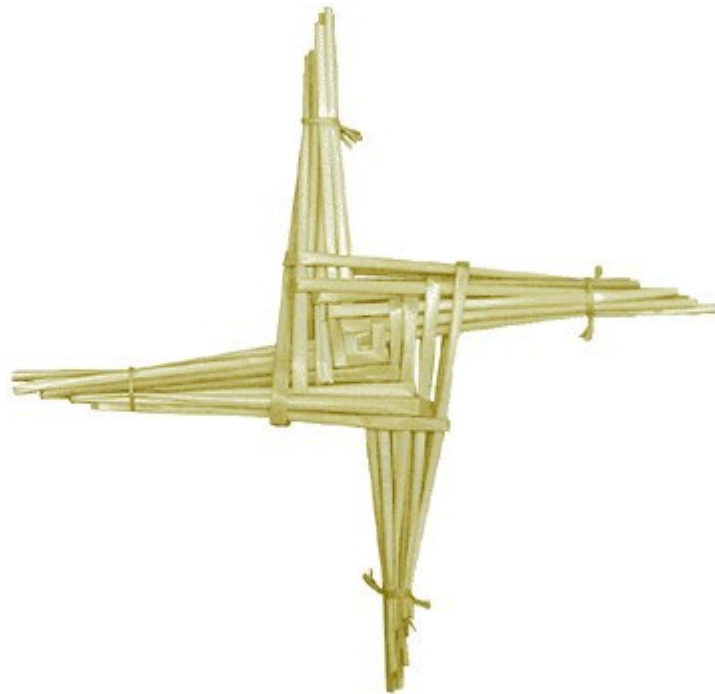

St. Brigid of Kildare Parish
Liturgical Minister Information Manual



Last Revised: October 2025

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INTRODUCTION

Liturgical Ministry

The Church has called you to share your time in service to the family at St. Brigid of Kildare Parish. It is a gift and honor to do so, but it also comes to you with further responsibility to answer this call. We thank you for your commitment to this ministry on behalf of the St. Brigid of Kildare Parish Community.

Saint Brigid: Our Patroness

St. Brigid of Kildare, known to the Irish as “Mary of the Gael,” is an ideal patroness for our Dublin parish. The Irish saint links our parish to the universal Church and its history to our city’s traditions. Brigid was born in County Louth, in the province of Ulster and may have been baptized by St. Patrick. She founded the ministry of Kildare, the first religious house of women in Ireland, which later became a center of learning and religion for both women and men. St. Brigid was best known for her concern for the poor and the hungry, always giving to those in need. She is often pictured in a pastoral setting with dairy animals.



Many stories surround her patronage, but it was her concern for the poor that our parish would adopt as one of its most important ministries. We celebrate her Feast Day each year on February 1 with Mass.

One Hour Eucharistic Fast

In order to receive Communion, every Catholic is required to fast for one hour immediately preceding the reception of the Eucharist. Chewing gum, eating candy, drinking anything other than water, and the like during Mass breaks the required fast; someone doing this should refrain from taking Holy Communion at that Mass. (Note: the taking of needed medicine – whether prescription or over-the-counter – does not break the fast. Medicine must be taken at the time it should be taken and taken without fail; a person may receive Holy Communion even if he or she took medicine orally within the preceding hour.)

Dress Code for All Liturgical Ministers

- Dress appropriately for church in business or business casual attire.
- No shorts, jeans or very revealing dress, no tennis shoes/ running shoes or flip-flops. No cell phones, pagers, ipods, etc.

Securing a Replacement

- Schedules will be mailed or e-mailed to you monthly. **Each Liturgical Minister is responsible for finding their own substitute prior to the scheduled day of service and advising the Ministry Captain of who their replacement will be.**
- In searching for a replacement most people find it helpful to request a substitute through e-mailing those who also serve in the same category and at the same Mass, i.e. Lectors for 9:00 a.m. or Altar Servers for 7:30 a.m. or Usher for 11:00, etc.

MINISTRY CAPTAIN

In order to serve as a Ministry Captain, you must be a registered member of St. Brigid of Kildare parish, confirmed, at least 16 years old, and if married, be in a valid marriage (please consult with the Pastor about this if you have questions).

The Ministry Captain serves our Parish community by coordinating the activities of all scheduled Liturgical Ministry roles at weekend Masses. This experienced and knowledgeable Minister greets each Liturgical Minister before Mass and assures that all roles are filled. The Ministry Captain provides an atmosphere whereby the Presider and Deacon can perform their roles with a full complement of Liturgical Ministry support.

- Greeting Liturgical Ministers (this includes Extraordinary Ministers of Holy Communion (EME's), Lectors, Ushers, Altar Servers and Greeters as they arrive for Mass.
- Assuring proper use of the Liturgical Ministry sign in book.
- Providing guidance to newly trained Ministers and ongoing training and support for those who need assistance. To help facilitate this, read and be familiar with all sections of the Liturgical Ministry Manual.
- Fulfilling requests of the Presider or Deacon.
- Finding substitutes for all absent Ministers at least ten minutes before Mass.
- Performing the role of substitute for Ministries for which they have been commissioned, if they are not already scheduled for the Mass.
- Ensuring attendance sheets are complete and in the book.
- Knowing the basic guidelines and procedures for all scheduled Ministries.

Scheduling

- Ministry Captains are to arrive at least **20 minutes** early and sign in the Liturgical Ministry book found in the kitchen.
- Each Ministry Captain is responsible for finding his or her own substitute.
- Ministry Captains understand the procedure for sign in and substitution.

Code of Conduct

- Before the liturgy begins, Ministry Captains assure that the Liturgical Ministers are ready for the liturgy.
- When the liturgy ends, you provide appreciation and remain available for questions from Liturgical Ministers.
- As members of the assembly, you have a unique opportunity to model the true meaning of “full, active, and conscientious participation.” When you listen with attention, sing with enthusiasm and pray from your hearts, you encourage others to do the same.

Before the Liturgy

- Sign in the Liturgical Ministry sign-in book.
- You may want to check with the Priest/Deacon (at a Mass with a Childrens liturgy) to see if there are any extra speakers that will delay retrieving the children from the basement. If so, make sure the Ushers know of this so the children are not standing at the door too long.
- Remain in the kitchen and Gathering Area of the Church to greet each Liturgical Minister. Fill the Altar Server positions as soon as possible so they have time to vest and perform their duties before Mass.
- The EME who has selected the Choir loft is also responsible for taking communion to the Cry Room, if needed. Check the black binder in the kitchenette for this information.
- Find substitutes for absent Ministers.
- If commissioned to do so, perform the role for an absent Minister, if you are not already scheduled for a role at this Mass.
- Once all scheduled Ministers or substitutes have signed the Liturgical Ministry sign-in book, let the priest/deacon know you are ready and then you may find a seat.
- In the event the Presider is a visiting priest, without the assistance of a Deacon, have a commissioned Eucharistic minister offer additional assistance on the Altar at Communion, distributing the ciboria to the other EME’s.

Following the Liturgy

- After Mass, the Ministry Captains should be available, in the kitchen for questions and to assure the proper care and handling of the Sacred Vessels. (See care and Handling of the Sacred Vessels in the Manual).
- Express your appreciation to those who fulfilled their assigned Liturgical Ministry role.
- Assure that the Liturgical Ministry sign in book is complete and provides attendance information to the Liturgy Scheduler.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

In order to serve as a Eucharistic Minister, you must be a registered member of St. Brigid of Kildare parish, confirmed, at least 16 years old, and if married, be in a valid marriage (please consult with the Pastor about this if you have questions).

Role of the Extraordinary Minister of Holy Communion

The lay faithful distributors are called extraordinary ministers of the Holy Eucharist (EMHC). They function only when recommended by their pastors and are commissioned by the bishop. This is a ministry of invitation, responsibility, and challenge. When we place the Body or Blood into the outstretched hands of our assemblies, we invite them to receive the Body and Blood of Christ. Our love for the Eucharist should be evident in a mature and lively faith, which enables us to bring Christ to all we meet even after the liturgy has ended. It is vital to understand that this is a Ministry.

Responsibilities of the EMHC

- Learn the specifics of the liturgical space such as the names and location of the sacred vessels and cloths used during the distribution of Communion.
- Learn proper reverence for the Eucharistic elements.
- Learn when to come forward, where to stand, and what to say while ministering the Body and Blood of Christ.
- Learning how and when reserved hosts are taken to or from the Tabernacle.
- When required, learn when to get the Ciborium from the Tabernacle and how to proceed with it to the Altar.

Scheduling

- Schedules will be mailed or e-mailed to you monthly. Each minister is responsible for finding their own substitute.
- EMHCs are to arrive at least 20 Minutes early. Sign in the Liturgical Ministry book kept in the kitchenette. Select and initial a location on the diagram and then go and sit with your family.

- If you are late, please be sure to check the Liturgical Ministry sign in book kept in the kitchen to see if there are enough ministers. If someone has already signed in for you, then let that person serve in your place.
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.
- If you are checking to see if there are enough distributors for the Mass you are attending, and you are asked to fill the open position by the Ministry Captain, please sign your name beside the distributor's name for whom you are substituting.

Code of Conduct

- Good hygiene should be followed. Hands and fingernails must be clean. Please use the hand sanitizer provided before distributing.
- No overpowering perfume or cologne should be used.
- Show reverence while at the Altar, while distributing communion and during vessel purification.

Before the Liturgy

- Arrive in enough time to be calm and unhurried before the liturgy. Give yourself a few moments of private prayer to prepare for what you are about to do.
- Check with the Ministry Captain for any changes or special instructions.
- A total of 17 EMHCs are needed including priest/deacon (except for 7:30 a.m. Mass when only seven EMHCs are needed) including priest and deacon. If there is deacon present for this Mass, then one less distributor will be needed. See the exhibits at the end of this section showing positions where EMHCs are to stand to receive Communion and to distribute Communion.
- (Currently Sacristan's Job)The distributors marked (Ciborium) should ensure the key for the tabernacle in Blessed Sacrament chapel is in the lock and open.
- We would like each minister to be a minister of both the Body and the Blood of Christ. Each minister needs to be comfortable handling either responsibility.

During the Liturgy

- The distributors marked (Ciborium) in the Liturgical Ministry book leave the congregation at the beginning of the Our Father to retrieve the reserved Eucharist kept in the Blessed Sacrament Chapel. Open the Tabernacle door, genuflect, and bring the ciborium with the reserved Eucharist back to the altar in the main church. Do not stop, bow, or genuflect when carrying the reserved Eucharist. If there is a Deacon, hand the ciborium to him. In the absence of a Deacon place the ciborium on the corporal.
- Other distributors come to the altar during the Sign of Peace. Please walk around to the side of the altar before coming up the steps. Use the hand sanitizer provided. Try not to obstruct or distract from the Presider's action at the altar. The distributors of the Cup stand behind the altar in a straight line. The distributors of the Bread stand in a straight line on the east side of the altar. Try to be in the sanctuary BEFORE the Lamb of God begins.
- Never take anything from the altar. What you are to carry or use will be handed to you by the Priest or Deacon.
- If no Deacon is present, the first distributor to receive the Body from the Presider may be asked to distribute the Precious Blood to the other EMHCs. You may also be asked to disburse the cups and ciboria to the other distributors. Only assist, if asked to do so.
- The four distributors of the Bread who line up for the east and west transept areas should stand at the far end of the line-up in the Sanctuary. In other words, they are the last four distributors before the distributors of the Cup and nearest the Priest's chair. The ciboria for these positions will have more hosts to accommodate the higher number of parishioners in these sections.
- **Distribution Technique – Precious Blood** – Take the purificator and hold it under cup while waiting for each recipient. Hold up cup by the stem and say “The Blood of Christ.” (Never address the recipient by name). While this practice may seem inhospitable, it can distract from the encounter the recipient is having with Christ in the Eucharist. After the response “Amen,” hand the cup to the person. While the person sips, move the purificator in your hand to a clean spot. Receive the cup back, wipe both the inside and the outside of the cup around its rim and then rotate the cup about a quarter turn. You are now ready for the next person in line.

- **Intinction** is not an acceptable practice to receive the Precious Blood at St. Brigid of Kildare. While this practice is not acceptable, do not take any actions that might distract the recipient or others from their encounter with Christ in the Eucharist.
- **Spillage** –If a whole cup is spilled, cover it with the purificator and motion to an Altar Server to stand guard. Use additional purificators from the kitchenette to cover the area until after Mass. Then ask a priest or Deacon to purify the area with clear water.
- **Distribution Technique – Body** – Pick up the host with the index finger and thumb, hold it up in front of the person and say “The Body of Christ.” (Do not call the person by name). After the response of “Amen,” place the host in the hand or on the tongue (no pause in necessary).
- **When in doubt** – If in doubt about giving a host to someone (for instance, a small child), go ahead and give it. It is better to make a mistake giving out the Eucharist rather than refusing anyone. However, this is rarely a problem.
- **Dropped Host** – If a host falls, pick it up and consume it.

After Communion

- Distributors of the Precious Blood return the cups to the credence table. Please consume any remaining Precious Blood at the credence table before returning to your seat. If you are unable to consume the remaining Precious Blood yourself, please ask another EMHC to assist you.
- Follow the procedure for assisting with purification of vessels. Only the Priest or Deacon may consume the water in the priest’s chalice used for this purification. However, if the priest or deacon fails to come to the credence table to consume the water, then it may be consumed by an Extraordinary Minister.
- Do not add the water from the hand washing to the purification water.
- Please do not put the purificator in the cup. Fold the purificator and place it on top of the cup.
- Distributors of the Host return remaining hosts and ciboria to the altar. The Presider or Deacon will combine the hosts into the ciborium.

- The EMHC who brought the reserved Eucharist from the Blessed Sacrament Chapel will return the ciborium. Please do not stop, bow, or genuflect when returning the reserved hosts. An Altar Server will lead you slowly down the center aisle. Arriving at the Tabernacle, place the ciborium in Tabernacle, genuflect, and close the Tabernacle door. Do not remove the key except after 5:00 pm Mass on Saturday and 12:15 pm Mass on Sunday. Only then, return the key to the Sacristy.
- Other EMHCs remain where they are until reserved Eucharist has left the main church. Then they return to their seats. If you must cross in front of the altar, bow before returning to your seat. Those seated on the East Transept please go via the back sacristy rather than across the front of the sanctuary.

Following the Liturgy

- All Distributors are responsible for cleanup. Bring sacred vessels to the kitchen on the trays provided. Even if you have not returned vessels to the kitchenette, please check to see if there is enough help to clean the vessels.
- Trained Extraordinary Ministers of the Eucharist assist with the cleaning process in the kitchenette. Please do not serve and leave immediately after Mass. There should be at least four ministers helping.
- After the 5:00 p.m. Mass on Saturday, the washed/dried vessels should be placed on the wooden trays, then placed on the cart. The cart is then taken into the Priests' Sacristy by the Sacristan. The vessels do not get put away.
- After the 7:30, 9:00, 11:00 a.m. Masses return communion cups, open ciboria, chalice, fresh purificators, rinse bowl, water and towel to the credence table. The wine cruet and large open ciboria remain in the kitchen for the Sacristan to refill for the next Mass. Make sure you return enough vessels to accommodate the number of distributors for the next Mass. (The Sacristan will set up for the next Mass).
- After the 11:00 am Mass on Sunday, the cleaned vessels should be returned to the Sacristy by the Sacristan.

Some tips in the care and handling of the sacred vessels.

- Carry all vessels and soiled purificators to the kitchen on the trays provided. Wash, rinse, and dry all vessels according to outline below.

- Place all used purificators and towels in the plastic bins beneath the kitchen sink.

Care and Handling of the Sacred Vessels

St. Brigid of Kildare parish has Sacred Vessels for the celebration of the Eucharist. These cups and ciboria scratch easily. The vessels require gentle, careful cleaning to ensure their continued use.



Important:

- Only trained EMHCs are permitted to wash/rinse sacred vessels. Please make sure you dry them thoroughly.
- Jewelry can scratch the sacred vessels, so avoid impact between the vessels and rings, bracelets, and watches. Do not scrub vessels with anything other than a soft wash cloth.
- Do not stack the bowls inside each other unless they are in their protective covering.
- Children should never handle any of the sacred vessels.

Washing the Sacred Vessels

Please do not immerse the sacred vessels in water as it will damage emblems on the side of the cups and water will seep into the bottom of the cups. The bowls have fragile felt ‘feet’ on the bottom that will be damaged.

1. Place the dish protector out flat on the counter before you begin.
2. Fill the sink with soapy water and soak a wash cloth.
3. Pick up one vessel at a time and wash **the inside only** taking care not to immerse it.
4. With the Chalice and cups, wipe the top 2 inches of the outside top rim while tipping the Chalice or cup downward so the water drips out and not down the side.
5. Fill the vessel with running water to rinse **inside**. Please also rinse the outside 2 inch rim.
6. Turn the vessels upside down on a dry cloth.

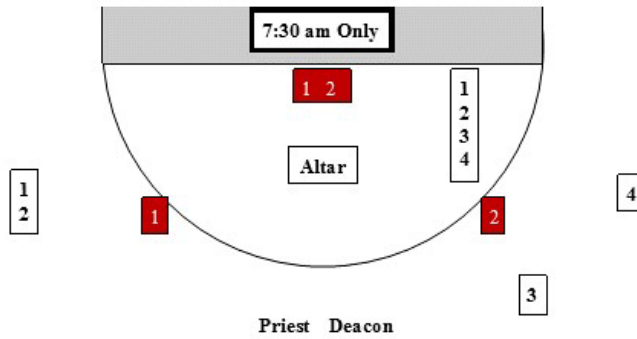
7. Carefully dry the sacred vessels.

Communion for the Sick

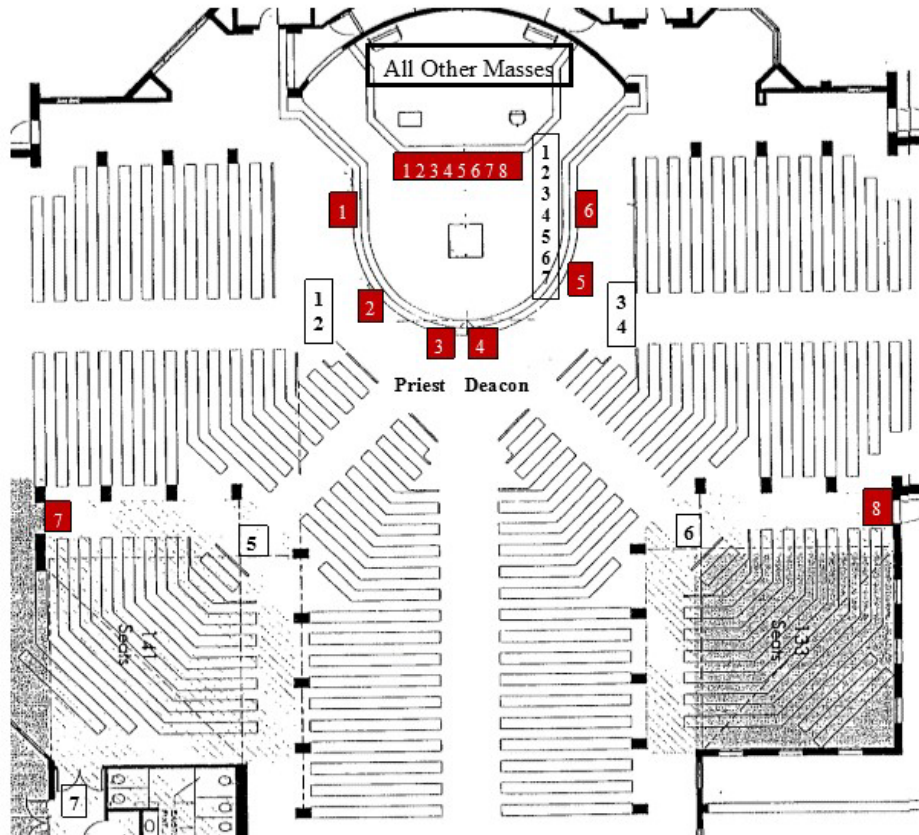
Sometimes a person will have a pyx for one or more hosts. Give them the hosts they request (no words are necessary). Then distribute the Body of Christ to them. Sometimes after Mass, a person will ask for a host to take to a sick person. If they do not have a pyx, get them one from the Sacristy. Go to the Tabernacle, open the door, genuflect, retrieve a host, place it in the pyx, genuflect, close the door, and give them the pyx. (Please ask them to return the pyx to the Sacristy.)

Red – Precious Blood of Christ (Note those around the sanctuary are to stand on the step)
Black– Body of Christ

11. Exhibit showing Extraordinary Ministers of Holy Communion positions.



12. Exhibit showing Extraordinary Ministers of Holy Communion positions.



LECTOR

In order to serve as a Lector, you must be a registered member of St. Brigid of Kildare parish, confirmed, at least 16 years old, and if married, be in a valid marriage (please consult with the Pastor about this if you have questions).

Role of the Lector

Those who proclaim God's Word in the liturgy are ministers. When you answer the call to be a minister of the Word, you enter a deeper responsibility with God revealed in sacred scripture. You take upon yourself the awesome duty and privilege of speaking God's message. Your proclamation enables God's Word to achieve the purpose for which it was sent.

Proclaiming the Word of God has always been a fundamental part of the Catholic Liturgy. God's Word continues to reach the ears of the weary through the voice of the Lector for when the Scriptures are proclaimed in Church, God himself is speaking to his people.

Responsibilities of the Lector

- Proclaim God's Word to the assembled faith community
- ● Learn the basics of public speaking.
- Learn to work with the microphone. The microphone at the Ambo is adjustable by moving the neck to the desired position. All speech should be aimed directly into the microphone.
- Become familiar with the arrangement and reverent handling of the sacred books.
- A basic knowledge of the structure and theology of the Mass.
- Prayerfully study all three readings from the Workbook in advance, including margin notes, pronunciations, and storylines. Become familiar with the connection between the three readings, and the flow of each. Remember, you should be prepared to proclaim first and second readings.
- Practice aloud at the same volume used in church.

- When there are multiple readings to choose from in the Lector Workbook, please consult the “Source and Summit Manual”, located in the pews. Follow the readings as listed there, as that is what the parishioners will be seeing during Mass. These are also the readings that the Priest will use to prepare his Homily.

Scheduling

- Lectors should arrive at least **20 minutes** early and sign in at the Liturgical Ministry sign in book found in the kitchen.
- Each Lector is responsible for finding his or her own substitute.
- If you are substituting for another minister, cross out that minister’s name, print and sign your name in the space provided.

Code of Conduct

- Proclaim each reading exactly as contained in the Lectionary, without changes or additions of any kind.
- Clear and correct pronunciation and an unhurried pace are very important.

Before the Liturgy

- Sign in at the Liturgical Ministry sign in book.
- If you are the Commentator, the announcements before Mass will be done at the Ambo on the Altar. Position yourself prior to mass near the podium so as to be seen by the deacon or priest.
- Begin the pre-Mass announcements 1-2 minutes before Mass is set to begin and when the Music has ended.
- If you are the **First or Second Lector**, ensure Lectionary is open to the proper first reading. This pre-Mass trip to the Ambo can be made from the side. Seek assistance if anything is not correct or unavailable. Take your seat on an aisle for the beginning of Mass.
- If you are the **Petitions Reader**, retrieve the grey book in the sanctuary and pre-read the Petitions. Place the book at your seat. If there is a Deacon assisting at your Mass, the Deacon will proclaim the Prayers of the Faithful. As such, he will have the book up near the Presider chair.

Processor (Second Lector) (Done when Deacon is not present)

- Prior to Mass, ensure the cradle is positioned on the Altar, near the front and center. Make sure the Book of the Gospels is in this cradle.
- Only a Deacon will process in with the Gospel Book, so just go and sit with your family.

Commentator (First Lector)

- Upon arriving at Mass, pre-read the Commentator Notes, clarify all pronunciations, and ensure the Ambo microphone is adjusted to a proper position.
- Read clearly and with the appropriate pace and emotion. Pause cleanly between topics, as a broad variety of topics are common.
- A caution – **do not to read the ‘Mass Intention’ as if the person(s) is deceased. In many cases, Mass Intentions are for those living.**
- Take your seat when finished.

First Lector

- During the Mass, the First Lector should approach the Ambo after everyone is seated and the children have vacated for the Liturgy of the Word for Children (if applicable).
- Proceed to the center of the three steps in front of the Altar. Bow toward the Tabernacle standing at the base of the steps. Proceed then around the Sanctuary and go up the steps closest to the Ambo. DO NOT approach the ambo from the front center of the Sanctuary.
- During this and the return trip to the Altar and your seat, keep your hands folded in a reverent position.
- The microphone picks up your voice well from a normal, standing distance (10-12 inches away). Speak directly into the microphone. Also, remember the Ambo is open below, so the position of your legs and feet will be noticed.
- While delivering, ensure pace is deliberate and volume is sufficient.
- End by proclaiming, “The Word of the Lord,” **pausing slightly before** that final phrase to give obvious closure to the Reading. It would be appropriate to look up during this closing phrase.

- Ensure the page is turned to the second reading.
- When you have completed your readings, please exit the Sanctuary by the steps to the side of the Ambo. Proceed to walk around the base of the Sanctuary back to the front center of the Sanctuary...turn and face the Tabernacle and bow to the Tabernacle and walk back to your seat.

Second Lector

- During the Mass, the Second Lector should approach the Ambo after the Responsorial Psalm is complete. If the Cantor sings the Responsorial from the Ambo, meet her/him at the base of the steps.
- Proceed to the center of the three steps in front of the Altar. Bow toward the Tabernacle standing at the base of the steps. Proceed then, around the Sanctuary and go up the steps closest to the Ambo. DO NOT approach the ambo from the front center of the Sanctuary.
- During this and the return trip to the Altar and your seat, keep your hands folded in a reverent position.
- The microphone picks up your voice well from a normal, standing distance (10-12 inches away). Speak directly into the microphone. Also, remember the Ambo is open below, so the position of your legs and feet will be noticed.
- While delivering, ensure pace is deliberate and volume is sufficient.
- End by proclaiming, “The Word of the Lord,” **pausing slightly before** that final phrase to give obvious closure to the Reading. It would be appropriate to look up during this closing phrase.
- When finished, close book and place it inside the Ambo drawer. The lid is heavy; please be careful not to slam it.
- Exit the Sanctuary by the steps to the side of the Ambo. Proceed to walk around the base of the Sanctuary back to the front center of the Sanctuary...turn and face the Tabernacle, bow walk back to your seat.

Petitions Reader (Second Lector) (When no Deacon is present)

- Before Mass, ensure you have the grey book, and you have familiarized yourself with the petitions. Remember, the Deacon will read the petitions, if he is assisting at your Mass.

- Move toward side of Ambo at the bottom of the steps during the Creed. Near the end of the Creed, proceed up the side to the Ambo. Be prepared to speak after the Presider has introduced this segment.
- At the end of the petitions, “Let us pray for the intentions of _____ name of person or group for whom this Mass is offered and for all the intentions we hold in the silence of our hearts. (Pause for a few seconds). We pray to the Lord”
- When complete, **remain standing reverently** at Ambo until the Presider has completed the closing Petitions prayer. Then proceed immediately to the right, down the steps and back to your seat.

Following the Mass

- Place the Lectionary on the top of the Ambo and open to the correct page.

**THANK YOU FOR YOUR PARTICIPATION IN THIS IMPORTANT
MINISTRY.**

USHER and JUNIOR USHER

*In order to serve as an **Usher**, you must be a registered member of St. Brigid of Kildare parish, confirmed, and if married, be in a valid marriage (please consult with the Pastor about this if you have questions).*

*To become an **Junior Usher**, you must be a registered member of St. Brigid parish, be in at least 5th Grade and have received the sacraments of Baptism and Holy Communion.*

Role of the Usher

Ushers serve the community by recognizing, welcoming and caring for each member of the assembly. Just as we greet guests to our homes, make them feel welcome and tend to their needs, so do the ministers of **hospitality** make the members of the assembly feel welcome and comfortable as they gather for Mass.

Remember, that as Mass begins; you are there to attend just as if you were in a pew.

Responsibilities of the Usher - Additional details in following sections and personal training.

Be at the church 20 minutes before Mass

- Greeting people as they arrive **in the vestibule/foyer**
- Assisting people in finding seats
- **Selecting a** family to **carry** the gifts to the altar
- Gathering and securing the collection
- Handing out bulletins at the conclusion of Mass
- **Knowing the operation of the physical plant (i.e. lighting and alarm systems, location of bells, rest rooms, crying room volume control button, first aid kit, etc.) AED is located in the kitchen.**
- **Knowing how to respond to emergency situations (i.e. how to contact police, fire, and ambulance) Always have your cell phone with you (on silent) for use in case of emergency.**

Scheduling

- Ushers are to arrive at least **20** Minutes before Mass
- Each usher is responsible for finding their own substitute **and notifying the Ministry Captain by e-mail.**
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.
- If not scheduled, please **check** with the Captain to see if help is needed since last minute unforeseen events can prohibit a scheduled Minister from attending.

Code of Conduct

- During the liturgy, you attend to the needs of the celebration while remaining alert to the needs of the people.
- When the liturgy ends, you send people on their way with a friendly invitation to return.
- As members of the assembly, you have a unique opportunity to model the true meaning of “full, active, and conscientious participation.” When you listen with attention, sing with enthusiasm and pray from your hearts, you encourage others to do the same.

Before the Liturgy

- **Go to the kitchen and sign the Liturgical Ministry Book and Initial the diagram for your chosen church location. Also pick up your Usher badge.**
- Take time to become calm and unhurried before the liturgy begins.
- During the gathering of the assembly, these moments are perhaps the most important time for ministry of usher. A smile and friendly “hello” should greet everyone who enters so that all feel welcome. **BE A GREETER in the vestibule.**
- Prior to the start of Mass, check with the Captain to see if there are any special arrangements or instructions for that Mass (i.e. special collection, Bishops Annual Appeal, First Communion, Headcount, etc.).

- A family should be selected to bring up the gifts and the procedure reviewed with them especially if they have not done this before. This should be done in the vestibule so not to interrupt those already in prayer.
- The main double inside doors leading to the altar must be closed as soon as the Priest processes to the Altar. (Late people must use the corner doors in the rear of the church.)
- All outside doors should be closed to maintain a consistent temperature within the church and to keep out distracting noise. **This is also necessary for Security.**
- Ushers should position themselves in the church to seat parishioners as they arrive based on their chosen area.
- The ushers should escort parishioners to their seats. There is no seating during the readings, responsorial psalm, the gospel or the homily. This is distracting to our contemplation of the Word we have just heard. Ushers need to be aware of unoccupied seats of children who have left for the children's Liturgy.

During the Liturgy

- Remain at **your** assigned location from the start of Mass until the General Intercessions.
- **If there is a Children's Liturgy at your mass, the Center Usher should OPEN the Main Center Doors for the children to leave and close them immediately after the last child has left.**
- As the General Intercessions are read, Ushers need to proceed quietly to the center aisle at the back of Church.
- **Each usher must know the number of needed baskets for their section.**
- **At a Mass with Children's Liturgy, one of the ushers should notify the Catechist when the Homily has concluded and OPEN the CENTER MAIN DOORS to allow the children to return to their seats before the collection.**
- After the General Intercessions, the assembly sits and the Ushers approach the altar to begin the collection. Bow together. It is important that all areas of the church are covered (i.e. cry room by the Ushers doing the West Alcove, Chapel and gathering space by the Usher doing the East Alcove).

- If there is a Second Collection, DON'T BEGIN THE SECOND BASKET UNTIL THE 1ST BASKET HAS BEEN THROUGH 5 PEWS. (This will make sure the donations are applied correctly.)
- When the collection begins, the gift bearers gather at the gifts table. Instruct the family that after presenting the gifts of bread and wine to the Presider, they should bow to the altar and return directly to their seats. Express your thanks to the family after **Mass**.
- As the Eucharistic Ministers are receiving Communion, the ushers should proceed forward toward the altar arriving as the Presider is bowing to the Eucharistic Ministers.
- Bow together and proceed to your location to begin guiding the **assembly to Communion and keep lines balanced for efficiency.**
- The ushers should be the last ones to receive Communion.
- The ushers should be alert to assist anyone who has difficulty walking to receive the Eucharist.
- ● After the final blessing, the Ushers need to OPEN the INNER DOORS.
- As the Presider processes to Gathering Area **RING THE BELLS**
- **Bells are Located in Sacristy**
- **Press #2 then OK (Bells will shut off automatically.)**
- **If need to Cancel press PEAL then OK - count to 5 then press Cancel**
- Three Ushers are needed to distribute bulletins in the Gathering Area, and the remaining Ushers need to collect bulletins left in pews, raise the kneelers, put Mass Books back in holders, etc.
- **Following the Liturgy**
- After Mass, the ushers make sure all hymnals and kneelers are returned to their original position, and the Church is clean for the next Mass.
- Any items left behind be moved to “lost and found” or thrown away.

GREETER

*In order to serve as an **Greeter**, you must be a registered member of St. Brigid of Kildare parish and if married, be in a valid marriage (please consult with the Pastor about this if you have questions).*

Role of the Greeter

The Ministry of Greeter serves the community by recognizing, welcoming and caring for each member of the assembly as if that person were Christ. Just as we greet guests to our homes, make them feel welcome and tend to their needs, so do these ministers help the members of the assembly feel welcome and comfortable as they gather for each Liturgy.

Responsibilities of the Greeter

- Greeting people as they arrive.
- Knowing how to respond to emergency situations (i.e. how to contact police, fire, and ambulance).
- Understand who the ushers are for the service you are attending in the event they are needed to assist you.

Scheduling

- Greeters are to arrive at least 20 minutes early and sign in at the Liturgical Ministry Book.
- Each greeter is responsible to find his or her own substitute.
- If you are substituting for another minister, cross out that minister's name, print and sign your name in the space provided.

Code of Conduct

- Greeters meet people at the door and welcome them in the name of Christ.

Before the Liturgy

- Sign in at the Liturgical Ministry sign in book found in the kitchen. Greeters are to wear greeter badges located in the kitchen.

- If Mass is crowded, put your coat/belongings in a pew to reserve yourself a seat. For Special Occasion and Holy Day Masses, pews are reserved for all who are serving as Greeters, Lectors, and EME's, and Ushers.
- Two Greeter Families/Parties should be scheduled at each Mass. One family/party stands on the west side of the Kiosk so you can greet the parishioners entering the church through west entrance. The other Greeter stands between the entrance to the Chapel and the center door/entrance. This way parishioners entering through east or west entrances will be appropriately greeted.
- Take time to become calm and unhurried before the liturgy begins.
- During the gathering of the assembly, the moments when people are arriving and gathering in the church are perhaps the most important time for Greeters.
- A smile and warm "hello" should greet everyone who enters so that all feel welcome.

During the Liturgy

- As members of the assembly, you have a unique opportunity to model the true meaning of "full, active, and conscientious participation."
- When you listen with attention, sing with enthusiasm and pray from your heart, you encourage others to do the same.

Following the Liturgy

- The Greeters have no obligations after the Liturgy.

GLOSSARY

Liturgical Ministers

Altar Server – Those who assist the Presider and Deacon before, during and after the Mass on the altar. The Altar Server serves as either a cross-bearer or candle-bearer at weekend Masses.

Cantor – Is the leader of song. This person leads the hymns, acclamations and responsorial psalm.

Deacon – When present, the Deacon usually proclaims the Gospel, preaches, prepares the gifts for the Eucharist and helps distribute Communion.

Extraordinary Minister of Holy Communion (EMHC) – Those who are not ordained are called Extraordinary Ministers of Holy Communion (EMHCs); they prepare the bread and wine and all sacred vessels for the Eucharistic Celebration. They distribute the Body and Blood of Christ to the gathered assembly and to the homebound.

Gift Bearer – Individuals or families chosen to offer the gifts of bread and wine during Mass.

Greeter – Welcomes the community as they arrive for Mass.

Lector – This is the person who proclaims the Scripture readings.

Presider – Is the priest who presides over the celebration of the Mass. Sometimes, at what is called a concelebrated Mass, there is more than one priest.

Sacristan – Those who prepare the worship space for Liturgical Celebrations.

Usher – Tries to be sure everyone is comfortably seated and takes up the collection.

Service Books

Book of the Gospels – This book contains the Gospel readings (taken from the Lectionary). If there is a Deacon present, he will carry the Book of the Gospels in the entrance procession. This book is accorded greater respect than any other books or readings.

Lectionary – This book contains all the Scripture readings for Mass. This is the book from which the Lector proclaims.

Sacramentary – This is a large book which contains the words which the Presider uses during Mass, except the Scripture readings.

Sanctuary Area

Ambo – This is the place from which the Scripture readings and the Gospel are proclaimed and the homily is given.

Credence Table – This is table on which is kept the water, sacred vessels and purificators used to set the altar.

Gathering Area – This is the space at the back of Church where the Mass procession begins.

Gifts Table – This is the table where the bread and wine are kept until they are brought forward.

Sanctuary – This is that space at the front of the church within which most of the action of the Mass takes place.

Tabernacle – This is the place where the Eucharist is kept when Mass is not being said. It is a place, which should be given particular reverence.

Other Terms

Alb – The vestment worn by the Altar Server.

Chalice – The Chalice holds the wine consecrated at Mass.

Ciboria – We have a set of eight matching open Ciboria for distribution of consecrated hosts.

Ciborium – The clay vessel used to store and transport the Reserve Eucharist from/to the Tabernacle during Mass.

Cincture – The rope worn, like a belt, by an Altar Server wearing an alb. The cincture is tied in the middle and hangs with a loop on each hip.

Communion cups – We have a set of eight matching cups for the distribution of the consecrated wine.

Corporal – The Corporal is a square piece of linen. In size and appearance it resembles a small napkin. It is spread out on the altar, and the chalice is placed upon it. During the Mass the Sacred Host rests for a time on the Corporal.

Paten – The plate used to hold the Priest's host during the Mass.

Processional Crucifix/Cross – This is the cross-mounted on top of a tall pole. It is carried at the head of processions by a server and placed in a special stand in the sanctuary.

Purificator – Linen used by the Presider, Deacon and EMHCs when handling the Precious Blood.

Pyx – The container used by EMHCs to carry the Eucharist to the sick and homebound.

Sacrarium – The Sacrarium is a special sink designed for receiving the Blessed Sacrament. The Blessed Sacrament should never be disposed of in the kitchen.

Taper – The instrument used to light candles and extinguish the altar candles.

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