

**FOR ALL PARISH LAY MINISTRIES: IN GENERAL**

1. Arrive at your ministry at least 15 minutes ahead of time
2. Welcome those entering the Church (or the students/parents in the Hall)

**LECTORS AND COMMENTATORS:**

1. Speak clearly and slowly. Do not rely on the microphone.
2. Lectors, wait until the Cantor has bowed and reached the Choir before you start the second reading.
3. When you finish the reading, finish with conviction: "The Word of the Lord." Do not let your voice die down. Your voice is the instrument the Lord uses to communicate the Message.

**MINISTERS OF HOLY COMMUNION:**

1. Do not congregate in the Sacristy. One minister should pick up all the medallions required for that specific Mass, and give each minister his/her medallion as each arrives at Church.
2. All ministers should stand by the doors of the Church welcoming the assembly until 5 minutes before Mass starts.
3. Ministers who distribute Communion on the Choir side should go to the North door and those who distribute on the Blessed Mother side to the South door.
4. Ministers who distribute Communion in the Center, should go to the front door. Only five minutes before the Mass door, all ministers should assemble by the front door for the Entrance procession.
5. Only the priest, the deacon or an instituted acolyte can purify the vessels. Leave all vessels on the credenza (table by the wall) or on the altar (depending on the celebrant's request). NEVER PLACE a purificator inside the chalice; place it on the side.

**USHERS:**

1. Keep wearing the COATS that have been provided for you. Those who do not wear them, make sure that you do!
2. Do not "serve" the community ever in "shorts". Do not ask anyone who is in shorts to be an usher (even in an emergency) or to bring the gifts to the altar.
3. Remember that the "bread and wine" are the last to be brought to the altar as "offerings."
4. Meet and greet the people at the doors; be a sign of the welcoming community.
5. Do not CHANGE ANY MONEY from the basket if anyone asks you for change. Others who may be watching will have a different impression of your gesture.
6. Remember to rope off the center aisle once Mass has started and to invite latecomers to sit in Church by walking through the side aisles.