



HOLY SPIRIT PARISH

# Guidelines for Ministers at the Altar

MARCH 2020



*Under the Pastoral Care of the Augustinians*

P 02 9670 8222

E [admin@holyspiritstclair.com.au](mailto:admin@holyspiritstclair.com.au)

W [www.holyspiritstclair.com.au](http://www.holyspiritstclair.com.au)

## A) Preparation for Mass

1. Arrive at least 30 minutes before Mass and sign on. If unavailable, arrange your own replacement and inform the parish office ahead of time.
2. Check with the presider or the roster of the week if there is any special liturgy. Before mass discuss with visiting presider the normal practice.
3. On extreme weather conditions, turn on the air-conditioning and set to 22 degrees.
4. Ensure that the following are placed on the credence table:
  - 5 chalices (1 to be reserved in the Sacristy for the Entrance Procession)
  - 4 communion plates (1 to be reserved in the Sacristy for the Entrance Procession)
  - 5 purificators
  - small jug of water
  - big jug of water, bowl and towel for the washing of hands
  - key to the tabernacle
  - the large Sacramentary/Missal
5. The large corporal to be used on weekends is to be properly laid on the altar (do not remove from the Altar until after the 6pm Mass on Sundays)
6. Place the following on the small table behind the presider's chair:
  - small Sacramentary/Missal
  - presider's folder (black in colour)
  - holy water sprinkler/Aspergillum (if there is a special blessing)

If it is a concelebrated mass:

- handheld wireless microphone (there are 5 lapel and 1 handheld microphones)
  - Eucharistic Prayer book for concelebrants (green booklet)
7. Check the amount of consecrated hosts in the tabernacle including when the smaller ciborium contains reserved hosts from large masses. Then estimate the number of hosts for consecration and place those in the presider's paten. Together with the wine, they should then be placed on the small offertory table at the back of the church.
  8. Adjust the electronic blinds as required by the priest.
  9. Ensure the sound system is on, including the switch on the top corner of the sound system unit (speaker for the foyer). Know where the remotes are kept in the Sacristy.
  10. Check before Mass with the altar servers as to what tasks they are doing during Mass. (The altar servers have received specific training. Do not assign other duties to the altar servers.)
  11. Light the altar and processional candles and return the lighter and/or matches to the sacristy after use. Do not leave the lighter or matches in the church for safety reasons.
  12. If there is baptism, switch the baptismal font on well before the start of mass to warm up and then off just prior to the start of mass. When the homily is finished turn the font on again for the baptism and then off again after the ceremony.

Ensure that the following are placed on the credence table:

- extra towel
  - jug
  - Oil of Catechumenate (OS)
  - Oil of Chrism (SC)
13. Check with presider if he wants a glass of water.
  14. Proceed to the sacristy 5 minutes before the start of mass for a prayer together with other ministers.

## B) Entrance Procession

15. The order of ministers is as follows:
  - cross bearer (Minister at the Altar) **Note:** Minister at the Altar – walks at front if carrying the cross or, if not, at the rear of procession, in front of the Lector.
  - altar servers with candles
  - extraordinary ministers of the Eucharist and the first reader
  - Children's Liturgy catechist (if scheduled)
  - lector (or Deacon) carrying Book of the Gospels immediately in front of Presider
  - Concelebrating priests (if it is a concelebrated Mass)
  - Presider

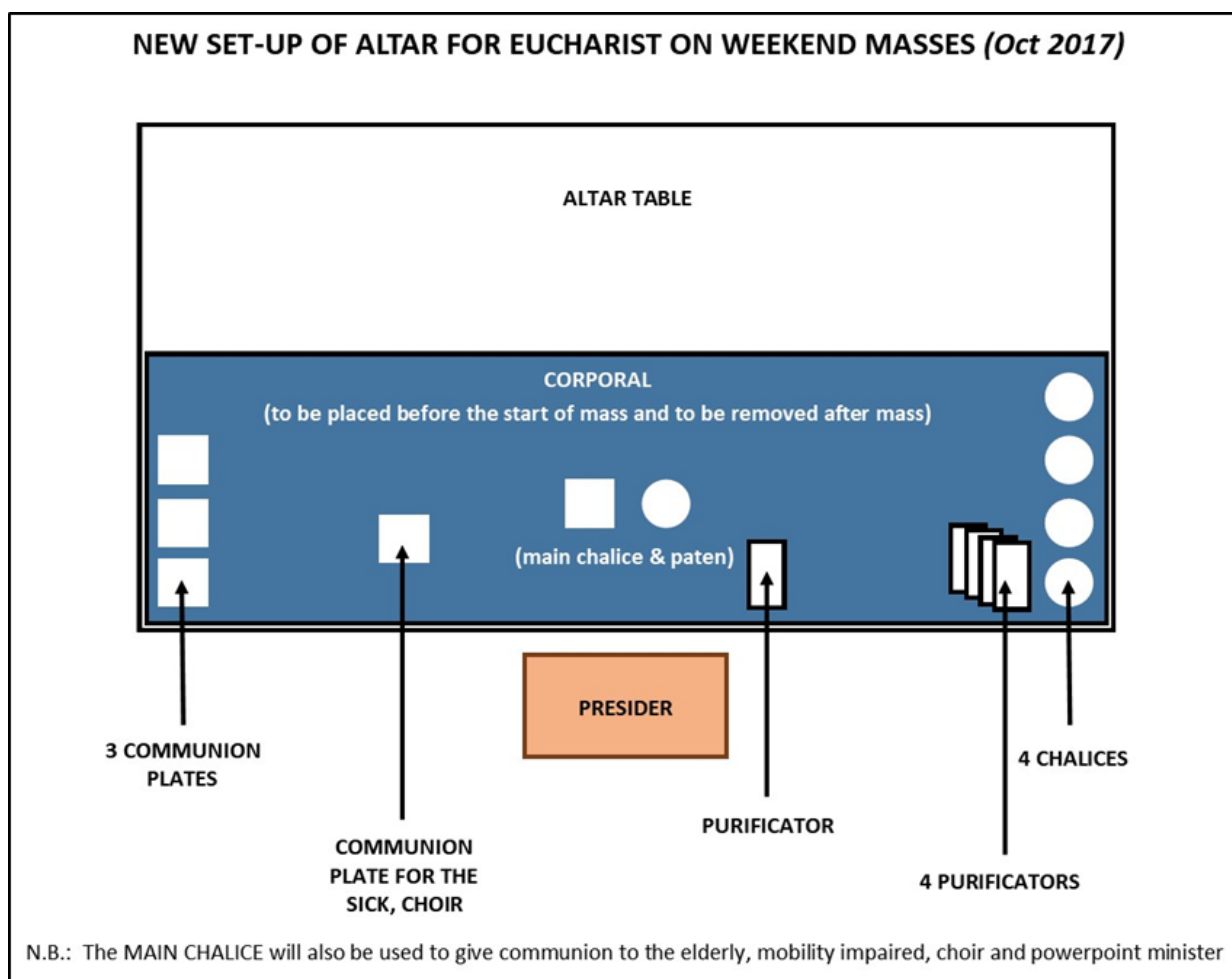
16. The Processional Cross should always face the direction in which the procession is moving.
17. When you reach the steps of the sanctuary, pause, then continue to place the cross in its stand and wait there until all ministers move to their seats.
18. Sit on the front row of seats at the tabernacle side of the church so as to have direct eye contact with the presider.

### **C) Introductory Rite and Liturgy of the Word**

19. Prior to the end of the Penitential Rite and Gloria, collect the small sacramentary and stand in a way the presider can read the Collect/Opening Prayer.
20. Prior to the end of the Creed, collect the black presider's folder and stand in a way the presider can read the intercessions/prayer of the faithful.

### **D) Preparation for Holy Communion**

21. After the intercessions/prayer of the faithful, proceed to the sanctuary to prepare the altar for the eucharist. In setting-up the altar, refer to the diagram below (except for the 4 communion plates). Place four chalices on the corporal in a row near to the edge of the altar.



22. After the gifts are brought forward, hand to the presider the small jug of water. Once the presider pours a small amount of water into the wine container, return it to the credence table.
23. After the presider pours wine into the main chalice, pour the wine equally into the remaining chalices (when a deacon is present, he will pour the water and the wine). . If there are no altar servers, pour the wine first, then collect the bowl, jug of water and towel for the presider to wash his hands.
24. After the exchange of peace in this order collect the 4 communion plates from the credence table and place them on the altar (see above diagram). Then collect the ciborium from the tabernacle and place it on the altar. When a deacon is present, he will collect and return the ciborium to the tabernacle.  
NOTE: Reverently stand still as the presider recites "This is the Lamb of God..."
25. After the presider and ministers move to their positions for communion, place the ciborium in the middle of the altar. Clear the altar of the sacramentary/missal and place it on the credence table before taking communion to the mobility impaired and the choir.

## **E) During Holy Communion**

26. While the presider and ministers are giving communion, the minister at the altar and a 5th eucharistic wine minister give communion to the mobility impaired. If possible identify the people concerned prior to the start of mass. When completed return to the steps of the sanctuary and wait to serve communion to the choir members and PowerPoint minister. Note that the Minister of the Altar should speak with the choir prior to the beginning of mass to discuss when the right time will be to bring communion to the choir. Approach the choir members **only** after the communion hymn is finished being sung. The choir may then sing a Taize style song while proceeding to communion.
27. The proper and only permissible form for distributing Holy Communion is to offer the consecrated bread by saying, "The Body of Christ" and to offer the consecrated wine by saying, "The Blood of Christ." No other words or names should be added; and the formula should not be edited in any way. (cf. GIRM, 161, 284-287).
28. Exercise discretion in relation to communicants who try to dip host (self-intinction) so as to avoid any conflict.
29. If the eucharistic bread or some particles of it falls to the ground, it should be picked up reverently by the minister. The consecrated bread may be consumed by the minister or completely dissolved in water before being poured into the ground by the minister at the altar.  
Should there be any mishap, for example, if the consecrated wine is spilled from the chalice, the area should be washed and the water poured into the ground.
30. Blessing of Children and Adults – It is suggested to touch the head or shoulder with the back of your hand keeping the thumb and finger clear that you use to handle the consecrated bread for hygienic reasons. You may use appropriate words, such as, "May the Lord keep you in his love" OR "May Jesus bless you in your life" OR "May God bless you" OR similar words.

## **F) After Holy Communion**

31. Place the presider's folder on the arm of the Presider's chair
32. Take the ciborium to the tabernacle and return to your seat.
33. After the final blessing, take the processional cross and move to third row in the centre aisle, face the sanctuary and wait for the presider to bow.

## **G) After Mass**

34. Gently remove the particles from the communion plates using a purificator to wipe into one chalice.
35. Purification and washing of sacred vessels are to be completed in the sacristy. Purify chalices with water and consume first before washing them.
36. Use a soft cloth in hot water only (not detergent) to wash ALL the sacred vessels (chalices and communion plates, bowls, jug) to avoid damage.
37. Leave the Missals and Lectionary in the church between Masses on the weekend. The Book of the Gospels should be returned to the sacristy in preparation for the next Mass. All books are returned to the sacristy after the 6.00pm Mass on Sunday evening.
38. The Cross is to be left in the church after the 6pm Sunday night Mass in preparation for the weekday Masses and remember to remove the corporal after the 6pm Sunday night mass.
39. Turn off the sound system, including the switch on the top corner and a general check over the church to close and lock windows and doors.

## **H) Safeguarding Children and Professional Standards**

40. Ministers at the Altar will be in contact with children under the age of 18 years who are rostered as junior servers. As this contact will be face-to-face and is more than incidental to the ministry, those volunteering for this ministry are required to obtain a Working with Children Check (WWCC). To apply for a WWCC use the following link and select "Applicant".

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/employer/who-needs-a-working-with-children-check>

The WWCC must be presented to the parish office for verification before being placed on the Ministers at the Altar roster.

*Each of you should use whatever gift you have received to serve others,  
as faithful stewards of God's grace in its various forms. (1 Peter 4:10)*