Ministry Guidelines
FOR LECTORS AND EXTRAORDINARY MINISTERS OF HOLY COMMUNION

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Your willingness to serve the people of God in the capacity of a Minister of the Word (more commonly known as Lector) or Extraordinary Minister of Holy Communion (more commonly known as Eucharistic Minister, “EM”) reflects your commitment to Christ and your response to your Baptismal call to serve the people of God as you share in the reaching, teaching and leading aspects of the Church.

As you proclaim God’s Word and offer the Eucharist, you recognize Christ in those whom you serve and ultimately, you act as the Body of Christ by fully participating in the life of the Shrine community and the wider Catholic community.

Your readiness to commit to a monthly schedule, to prepare properly for your service and to arrive on time dressed appropriately for your assigned Mass, further reflects that commitment. Your humble service to our brothers and sisters in the parish community signifies that you have accepted the awesome privilege of proclaiming God’s Word or assisting in the distribution of God’s precious Body and Blood.

*“BELOVED, IF GOD SO LOVED US, WE ALSO MUST LOVE ONE ANOTHER.”*  
(1 JOHN 4:11)
General Guidelines for both Lectors and Extraordinary Ministers of Holy Communion

The following information pertains to both Lectors and Eucharistic Ministers who participate in the celebration of daily and Sunday Mass.

- Please respond to the Doodle Survey in a timely manner.

- Be sure to review the schedule before the start of the new month so that you have ample time to arrange for a substitute should a scheduling conflict arise.

- Please remember, it is your responsibility to secure a substitute should you be unable to fulfill a scheduled ministry commitment. A list of active Lectors and EM’s will be provided to you.

- Please arrive at least 15 minutes before the scheduled start of the Mass and check in with either a priest, a deacon or the Evangelization Associate.

- Please wash your hands before Mass, especially if you are a Eucharistic Minister.

- Dress appropriately for Mass. Business casual is always acceptable.
Lector Guidelines

When you pray, prepare, and proclaim the Word of God well, you not only enhance the beauty of the liturgy, you become the instrument through whom God speaks to all members of the Assembly. "God speaks to His people, revealing the mystery of their redemption and salvation and offering them spiritual nourishment" (General Instruction on the Roman Missal). Be confident and let the Holy Spirit guide you.

Prayer and preparation are the keys to effectively proclaiming God's Word. To that end, pray that you proclaim the Word of God as He wills it to be proclaimed and prepare well for your reading. Review the reading carefully. In addition to reading the passage assigned, it is good practice to turn to your Bible and read the passage immediately preceding and following the text you will be reading, so that you better understand the context. In addition, the Lector's Guide, provided to you, offers insight into the Sunday readings as well as guidelines for pronouncing unfamiliar words and tips on what to emphasize. It is important to check the pronunciation of names of people and places (especially for OT readings) in advance to avoid mispronunciations.

Practice making eye contact with the Assembly while reading. Remember, you want to capture peoples' attention so that the members of the Assembly hear the Word of God and can reflect on the words being spoken to them.

Preparing to Proclaim the Word

As mentioned above, plan to arrive at least 15 minutes prior to your scheduled Mass time. The following list provides useful tips to help you prepare to proclaim God’s Word:

- Practice your reading aloud to maximize your ability to effectively proclaim God's Word.
- Check the Lectionary and be sure that the correct readings are marked.
- **Sunday only**: Check that the Prayers of the Faithful are on the Ambo before Mass starts. Unless a deacon is present, Lectors will read the Prayers of the Faithful.
Actions During the Liturgy

Sunday
- Lectors will process in with the Priest and Deacon and will carry the Book of the Gospels
  - The order of procession is typically: Lector, Deacon, Priest
- Bow at the steps and proceed to place the Book of the Gospels on the altar, then proceed to your seat, bowing again after descending the steps.
  - If the Book of the Gospels is not used, bow, and proceed to your seat.
- At the time of the first reading, bow to the altar at the base of the steps and proceed to the ambo.
- After the first reading take a seat on the side of the altar
- At the time of the second reading, bow to the altar and proceed to the ambo.
- After the second reading, if the Book of the Gospels is used, place the Lectionary into a side pocket on the ambo then return to your seat, bowing to the altar again after descending the steps.
- At the conclusion of the Creed, proceed to the ambo the same way as noted above. After the Prayers of the Faithful, return to your seat in the same manner as noted above.
- At the conclusion of Mass, join the priest and deacon at the base of the steps and bow as they do and lead the procession out of the church.

Weekday
- Choose a seat towards the front and by the center isle.
- At the time of the first reading, bow to the altar at the base of the steps and proceed to the ambo.
- After the Psalm, return to your seat, bowing to the altar again after descending the steps.
General EM Guidelines

The Eucharist constitutes the very life of the Church: "The Eucharist is the source and summit of the Christian life... For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch." (CCC, 1324)

In every celebration of the Eucharist there should always be a sufficient number of ministers for the distribution of the Eucharist. Priority is always given to ordinary ministers (bishops, priests, deacons) and auxiliary ministers (instituted acolytes). When there are large numbers of the faithful present and there are insufficient ordinary and auxiliary members at hand, special or extraordinary ministers properly appointed beforehand should assist in the distribution of Communion." (HLS, #29).

Please note: If, at the Mass to which you are assigned, there is the unexpected presence of a deacon or another priest, the last person named on the schedule should refrain from coming forward.

On the day you are to serve as a Eucharist Minister, it is appropriate and a good practice to develop the habit of taking the time to prepare for your service with quiet prayer and reflective reading of Scripture.

As mentioned above, arrive at least 15 minutes before Mass and check in with a priest, a deacon, or the Evangelization Associate.
Actions During the Liturgy

The following list is designed to assist you in performing your duties as a Eucharistic Minister and applies to both Sunday and Daily Mass, unless otherwise noted.

- EM’s do not process in at the start of the Liturgy. It is recommended to choose a seat towards the front and by the center isle.
- During the Sign of Peace, Eucharistic Ministers approach the altar. Make your way to the front and bow to the altar. You may stand on either the left or right side of the altar.
- The priest or deacon will hand you either a ciborium or a chalice.
- As the priest moves forward into position for distributing the Eucharist, go to your station.
  - Ciborium: Take your place beside the priest at the front.
  - Chalice: Take your place by the archway on either the left or right side of the sanctuary.
- There may be occasions, such as during Easter or Christmas Masses, that more EM’s will be necessary. In such cases there will be multiple stations for the distribution of communion. You will be directed prior to the start of Mass how many EM’s there will be and what your station will be. Communion under these circumstances may be distributed under one species, or under both kinds.
- Be alert to the needs of the faithful in the first row or two on either side of the church. If there are physically challenged or elderly parishioners there, bring the Eucharist to them so they do not have to come forward.
- When offering Eucharist, state in a clear, audible, but not loud voice, “The Body of Christ.” This is a faith statement and should not be modified in any way.
Actions During the Liturgy

- Allow each communicant to respond "Amen." If the communicant fails to respond, provide the "Amen" by saying it softly.
- If you or a communicant drops the Consecrated Host, do not offer it to anyone. Your calm demeanor at this moment can calm and assure an anxious and embarrassed person. Pick up the Host and consume it yourself, or palm it in your hand under the ciborium until you can place it on the corporal and notify the priest that the host has been dropped.
- When there are no more communicants at your station, place the ciborium or chalice on the corporal on the altar as quietly and reverently as possible and return to your seat.

The following guidelines are offered to assist you in offering the precious blood:

- Hold the chalice up before each communicant and say, "The Blood of Christ." This is a faith statement and should not be modified in any way.
- When the communicant responds "Amen," hand the cup to the communicant, who takes the cup, takes a sip, and hands the cup back. If the communicant fails to respond, provide the "Amen" by saying it softly.
- Wipe the rim of the cup carefully (inside and out) with the purificator and turn the cup a quarter turn for the next person.
- Tip! Before offering the cup to the first person in line, open the purificator from its folds so that is available to use like a small dish towel.
- If your cup is empty and there are more communicants, cover the top of the cup with the purificator and reverently return it to the altar.
Actions During the Liturgy

- If there is some Precious Blood remaining after the last communicant, consume the Precious Blood at your station, and then return it to the altar, with the folded purificator beside it.
  - Please note, no one is expected to consume an extraordinary quantity of Precious Blood. If a large quantity remains, place the cup containing the remaining Precious Blood on top of the corporal on the altar for the Priest or Deacon to consume and drape the folded purificator over the top of the cup to protect its contents.
- If you drop or spill the Precious Blood, stop what you are doing and remain calm. Your composed demeanor will reassure communicants in line and, in particular, the person who may have caused the spill. If the spill is small, your purificator may be all you need to blot it. If it is a large spill, go to the sacristy for a large towel or cloth. Soak up the Precious Blood as well as you can and then place a clean towel over the spot. Place the soaked towel or cloth into the sacrarium. After the Liturgy a priest or Evangelization Associate will take care of the spill area.
  - The Sacramenti is a special sink with a lid located to the left of the regular sink.
Celiac disease is an allergic intestinal reaction to the gluten in wheat. Gluten is a protein enzyme which activates when flour is kneaded and functions to bind the wheat together. To persons with celiac disease, gluten is a toxin that damages the digestive system, thereby inhibiting the absorption of essential vitamins and nutrients, which predisposes its victims to a myriad of illnesses.

Generally the priest will be the one to distribute communion to someone with celiac disease but everyone should be aware of the procedure.

We supply special hosts for people with celiac disease. To avoid contamination from coming into contact with other hosts used at mass, people with this disease bring these hosts with them to mass in a pyx.

To offer Holy Eucharist within a pyx, leave the pyx closed, raise it in front of the person and say, “The Body of Christ.” Allow the person a moment to respond, “Amen,” then hand them the unopened pyx. The communicant will take the host from the pyx and consume it. The communicant should hand back the pyx.

Any specific questions should be directed to a priest at the Shrine or an Evangelization Associate before Mass begins.
OUR LADY OF GOOD VOYAGE

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