

# Liturgical Ministry Volunteer Instructions

---

For each volunteer position,

1. Arrive 20 minutes prior to mass.
2. Mark your name on the volunteer list.
3. Prepare for your job.

**Sacristan** - Prepare the sacred vessels and sanctuary for the celebration of mass.

- Detailed training is required for this ministry.

**Altar Server** - Assist the priest and deacon during the mass.

- Watch the priest or deacon to see if they are signaling you.
- Do not talk or laugh with the other servers.
- Detailed training is required for this ministry.

**Greeter** - Welcome everyone to mass.

- Line up single file in the vestibule.
- Make eye contact, shake hands and speak a greeting to each person entering the church.
- Assist the elderly by holding doors open, etc.

**Usher** - Seat the congregation and take up the collections in the church.

- Count & document the Mass attendance.
- Assist in seating at crowded masses.
- Pass the collection baskets & assist the gift bearers if needed.
- Distribute bulletins at the end of mass.

**Gift Bearer** - Bring up from the community the bread and wine which will be transformed, through the mystery of transubstantiation, into the real body and blood of Christ.

- As a group, carry the bread, wine, and collection up to the altar.
- Smile and reply with “you’re welcome” when the priest thanks you for serving.

NOTES: The unleavened bread and wine that you carry has not yet been consecrated, so you should carry it in a relaxed, casual manner. It is not necessary to walk single file, holding the gifts above your head, because this appears like we are giving reverence to something that is ordinary. Instead, it is preferred that a family walk together to bring the wine, hosts, and money to the priest.

Later, when we receive communion, the bread and wine has been transformed, and we are receiving the real body and blood of Christ. At this point, it is entirely appropriate that we approach in single file and receive Christ with the utmost reverence and respect.

**Liturgy of the Word for Children** – Read Sunday readings that are written in a vocabulary that the children can understand and then assist the children in completing an activity sheet about the Gospel.

- Brief training is required for this ministry.

# Liturgical Ministry Volunteer Instructions

---

**Reader** - Proclaim the readings from the Sacred Scripture, with the exception of the Gospel, and announce the intentions for the Universal Prayer.

Reader 1:

- Carry the Book of Gospels - when the Deacon is not present.
- Proclaim the First Reading.

Reader 2:

- Read the announcements.
- Proclaim the 2nd Reading.
- Read the intentions for the Universal Prayer.

READER NOTES: Practice your readings out loud at home prior to Sunday.

Here are 2 places you can find the readings:

1. WORKBOOK for LECTORS – These are kept in the Church foyer on the lower shelf of the table near the vesting room. This provides the Sunday readings as well as recommendations on technique and an explanation of the readings so that you understand what you are proclaiming to the congregation.

2. ONLINE – <http://www.usccb.org/bible/readings/>

At this site, you can READ the readings and/or LISTEN to the readings being read. This is especially helpful if you aren't sure how a certain word is pronounced. You can also WATCH a 2 minute video reflection on the readings.

**Extra-Ordinary Minister of Holy Communion** – Distribute the Holy Eucharist at Mass and/or to the homebound and/or to the nursing homes or hospitals.

- Detailed training is required for this ministry.

**Donut Sunday** - Host the donut social after each mass.

- Pick up food and beverages.
- Set up the buffet in the Church Hall.
- Host the donut social after each mass.
- Clean up after each mass.