

Saint Daniel the Prophet Church

Parish Worship Commission

Updated on December 6, 2018

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Worship Commission Leadership Directory

Worship Commission

- The members of the Worship Commission work together with the pastor to coordinate all the parish liturgies.
- The Liturgy Director and the Music Director have special roles of leadership within the worship commission.
- Commission members are either the leaders or the designated representatives from each volunteer group.
- The parish council member is selected by the Pastor from among the liturgy department leaders each year.

Liturgical Ministries

- Rev. James Dvorscak, Pastor
- Linda McKnight, Parish Council
- Marybride Misar, member
- Jerry McKnight, member
- Diane Denn, member

Music Ministries

- Mr. William Runge, Music Director
- Mary Nicholas, member
- Cantors and Instrumentalists
- Adult and Children Choirs

Worship Ministries

- Coordinators: serve as substitutes for the Liturgy Director when the Liturgy Director is not available; recruit additional liturgical volunteers, if needed; and act as first responders to any special needs.
 - Sacristans: set up for Mass, supervise the credence table, serve as Host 6, and clean up after Mass.
 - Altar Servers: three servers are needed at each Mass to provide the traditional roles of altar servers.
 - Communion Servers: four cup ministers and four host ministers are needed to assist the priest at Mass.
 - Readers: one reader proclaims the first reading, the second reading, and usually the general intercessions.
 - Ushers: greet people, hand out bulletins, take up the offertory collection, and provide assistance to people.
 - Hospitality: serve at the welcome desk and set up for weekly Coffee Hours and monthly Hospitality Sundays.
 - Musicians: assist the Music Director in leading the congregation in prayerful song during the sacred liturgy.
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Volunteer Scheduling Program

- Liturgical Volunteers are scheduled through an online program called Ministry Scheduler Pro (MSP).
- Access to MSP is through the parish website or by a link provided to volunteers in regular MSP emails.
- Setting scheduling preferences and requesting substitutes are special features of the MSP program.
- Reminders of upcoming assignments and any alerts about needed substitutes are sent out regularly.
- The parish secretaries administer this scheduling program in consultation with the Liturgy Director.

Liturgy Director

Role of the Liturgy Director

- The parish Liturgy Director coordinates all the liturgical ministries at Mass except for the music ministries.
- When the Liturgy Director cannot fulfill this role, a Liturgy Coordinator substitutes for the Liturgy Director.

Training of Volunteers

- The Liturgy Director personally trains Coordinators as substitute Liturgy Directors for particular liturgies.
- The Liturgy Coordinators help the Liturgy Director recruit and train all the other parish liturgical volunteers.

Support Services

- The parish secretaries administer the liturgical scheduling program and print the sign-in sheets each week.
- The pastor provides the Intercessions for the Prayers of the Faithful on Sundays and also for holy days.

Supplies and Decorations

- All the liturgical supplies are cared for and ordered by the Liturgy Director in consultation with the pastor.
- All our liturgical and music volunteers are invited to help with the church decorations at Christmas and Easter.

Music Director

Role of the Music Director

- The Music Director provides sacred music for our regular parish liturgies, as well as weddings and funerals.
- The Music Director recruits, trains, rehearses, and schedules all the musicians for our parish liturgies.
- When the Music Director cannot be present, arrangements are made for a substitute professional musician.

Music Publications

- Our parish bulletin serves as the worship aid for our congregation in lieu of any hymnals or missalettes.
- The Music Director prepares the worship section of the weekly parish bulletin in consultation with the pastor.
- The Music Director provides worship aides for weddings, funerals, and special liturgies throughout the year.

Music and Liturgy

- The Music Director works closely with the Liturgy Director to coordinate all the details of the parish liturgies.
- The Music Director assists the Liturgy Director in leading the Worship Commission and its volunteer leaders.
- The Music Director and the Liturgy Director work together with the pastor as a liturgical leadership team.

Coordinator Notes

Director and Coordinators

- The Liturgy Director is the Liturgy Coordinator for all our parish liturgies, except for the weekday Masses.
- Whenever the Liturgy Director cannot fulfill this role, a Liturgy Coordinator substitutes for the Liturgy Director.
- For solemn liturgies, it may be necessary for a Liturgy Coordinator to be present to assist the Liturgy Director.
- The Mass duties listed here for a Liturgy Coordinator are thus the same for the role of the Liturgy Director.

Role of the Coordinator

- The Coordinators work together with the Sacristans to help supervise the duties of all the liturgical volunteers.
- While the Sacristan is usually near the credence table, the Coordinator is usually near the back of the church.
- The Coordinators are thus free to be where they are needed most throughout the church during the Mass.
- The Liturgy Director is the head Coordinator and should take regular turns with all the other Coordinators.

Before each Mass

- The Coordinator should arrive at church about thirty minutes or more before their scheduled Mass time.
- Please check that the appropriate sign-in forms are located at the welcome desk for the upcoming liturgy.
- Recruit additional liturgical ministers, if needed, or implement the contingency plans found in the appendix.
- Recruit and train people to bring up the offertory gifts, or implement the contingency plans in the appendix.

At the Offertory

- During the Creed, bring the offertory volunteers to the back of church (cf. page nine for more information).
- During the Intercessions, check that the ushers are ready to take up the collection at the proper time.
- When the priest puts the Roman Missal on the altar, send the gift bearers up the aisle in procession.
- Confirm that the ushers have delivered the offertory collection to the small safe in the back sacristy.

During the Mass

- Be alert for anyone in distress or with special needs who needs special assistance during the Mass.
- Be prepared to be the First Responder for any medical or other emergency that may occur during the Mass.
- Make an incident report, as best as you can, for any problems or emergencies that may arise at our church.
- If possible, do not serve in a liturgical ministry, in order to be free to respond to any situation that may arise.

During Communion

- Be on the lookout for any problems with the orderly flow of people coming up to receive Holy Communion.
- Direct the Host 6 EMHC to people in the back of church or elsewhere who need Communion brought to them.
- Try your best to remind people to reverently consume the host before they return to their pew or leave church.
- Try your best to gently remind people to wait until the end of Mass before leaving the church building.

After each Mass

- As soon as practical after each Mass, either dim the church lights or turn them off completely as needed.
- Determine whether any lost items that were put in the ushers' closet need to be locked up in the parish office.
- Check the restrooms and do whatever is practical to address any problems that may be discovered there.
- Do not lock any of the ten church entrance doors. The priest will take care of this after everyone has left.

Sacristan Notes

Role of the Sacristan

- The Sacristans arrive at church about thirty minutes before Mass, dressed in business-casual attire.
- The Sacristans work together with the Liturgy Director and/or the Liturgy Coordinator for their Mass.
- While the Director/Coordinator is around the back of the church, the Sacristan is near the credence table.
- During the Mass, the Sacristans coordinate the altar servers and all the items on the credence table.

Before each Mass

- Prepare wooden trays on the credence table (see the explanation found below in the offertory section).
- Four Cups: pour wine into each cup so that there will be enough, but not too much, wine for that Mass.
- Check the tabernacle to determine how many hosts are already consecrated for the upcoming Mass.
- Six Ciboria: set out enough hosts to be consecrated, so that there will be six ciboria total for each Mass.
- Fifteen minutes before the Mass, light the altar candles and, if being used, the charcoal for the incense.
- Follow the special safety procedures for lighting the incense found on page fourteen of this document.

At the Offertory

- During the Creed, the servers come to the credence table to get ready for the preparation of the altar.
- At the end of the Prayers of the Faithful, the servers are lined up at the altar steps with their trays.
 - Tray 1: the Corporal cloth and the tray with four small chalices (only three if there is a deacon)
 - Tray 2: the large Roman Missal book, the large Chalice, and the Cruet with water
 - Tray 3: additional Ciboria plates with unconsecrated hosts as needed for the Mass
- At the Offertory, when the priest or the deacon goes to the altar, send the servers up with their trays.
- The bread and wine come up in the offertory procession. (Otherwise, they come up on the third tray.)
- The bowl and the towel are brought up at the very end of the offertory rite, not with any of these items.
- The small Roman Missal book remains at the priest's chair and is not brought to the altar at any time.

For Communion

- During the Lord's Prayer, a Sacristan goes to the tabernacle to get ciboria with consecrated hosts.
- A Sacristan stands at the bottom of the side altar steps until the priest gives the sign of peace.
- At the sign of peace, the Sacristan brings the ciboria to the priest, and then returns to the side.
- The ministers should purify their hands, as necessary, as they line up at the side before Communion.
- When the priest receives Communion from the chalice, the Sacristan leads them up into the sanctuary.

After Communion

- Receive the consecrated hosts from the priest or deacon. If necessary, use a wooden tray for the ciboria.
- Allow the servers to receive the empty ciboria, cup tray, chalice, book, and corporal from the priest or deacon.
- The servers should use the wooden trays, as necessary, to bring all of these items back to the credence table.

After Each Mass

- Combine the contents of the chalice and cups into a glass for the priest or deacon to drink after the Mass.
- Wash each cup and the chalice with soap and hot water after each Mass, for health and sanitary reasons.
- Extinguish the altar candles after each Mass, trimming the wicks when needed for proper candle burning.
- Put the Lectionary back on the Ambo, opened to the correct page, and return the Gospel book to the altar.
- If incense was used, follow the special safety procedures for cleaning the censer, back at the metal table.

Altar Server Notes

1. Please arrive at least fifteen minutes before Mass and sign in at the narthex desk. After putting on your server robes, wait in the back of church, off to the side, just to the north of the narthex doors.
 2. When the opening hymn is announced, and the singing starts, lead the procession into church: cross first, then the servers with candles. If there are additional servers, they come last, with their hands folded in prayer.
 3. When you reach the altar steps, touch the bottom step with your toes, and bow together. Then take the cross and candles towards the Sacristan. Go to your chairs, except for the server who holds the Roman Missal.
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4. As the Kyrie or the Gloria is ending, a server comes up to the priest to hold the book for the opening prayer. As you hold this special book, please let the top of it touch your upper chest, keeping it steady for the priest.
 5. At the Gospel, when the priest picks up the Gospel book, come up the stairs and hold the candles by the sides of the Ambo during the Gospel reading. At the conclusion of the Gospel, return to your places at the side.
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6. At the Offertory, when the priest (or the deacon) goes to the altar, help the priest (or the deacon) set up the altar for the Liturgy of the Eucharist. Bring the trays from the credence table, as directed by the Sacristan.
 7. Two servers come from the side to the front altar steps, to receive the bread and wine from the priest. Go back to the side and approach the altar from the side steps, with the bread and the wine for the Eucharist.
 8. The servers with the bread and wine stand at the priest's right side and hand him the bread and wine. When the priest gives the wine and water back to the servers, they immediately go back to the credence table.
 9. The server with the bowl and the towel stands at the priest's left side. However, if incense is used, the server stands along the back wall, until the incensing is completed, before approaching the priest to wash his hands.
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10. During the Eucharistic Prayer, the servers kneel on the side altar step near the baptismal font. Special pads are provided to help them kneel comfortably during the entire Eucharistic Prayer.
 11. At the Sign of Peace, the altar servers just shake hands with those who are around them. The servers come up into the sanctuary for Communion with the ministers, but they do not receive Communion from the cup.
 12. After Communion is over, go up to the altar, standing along the back wall of sanctuary. The priest or the deacon will hand the servers the ciboria, the cup tray, the chalice, the book, and the corporal.
 13. When the priest sits down after Communion, a server comes up to the priest to hold the book for the closing prayer. Sometimes there are additional prayers, so wait for the priest to close the book before leaving.
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14. At the end of Mass, the servers line up with the cross and the candles in the main aisle, in line with the front pews. When the priest bows, the cross leads the other servers in a procession out to the narthex.
 15. Please hang up your robes, blow out your candles, and put the cross in its holder. Thank you for serving at the altar for Mass. We appreciate your help very much. We hope that you will be back to serve again soon!

Communion Server (EMHC) Notes

Please arrive at least fifteen minutes before your scheduled Mass, dressed in business-casual attire, and sign in right away at the narthex desk. Even if you are not scheduled to serve at that Mass, please check to see if any help is needed. Here are our parish procedures for Extraordinary Ministers of Holy Communion (Communion Servers).

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- During the Lord's Prayer, the Sacristan goes to the Tabernacle to get the additional consecrated hosts.
 - At the Sign of Peace, the Sacristan brings the ciboria to the altar, and then joins the other EMHC's.
 - At the Sign of Peace, the EMHC's go to the baptismal font area to line up: chalices first and hosts last.
 - When the priest raises up his chalice to drink the Precious Blood, they come up the steps into the sanctuary.
 - Those administering the chalices are always the first in line, standing along the sanctuary back wall.
 - Those administering the hosts are always next in line, standing along sanctuary back wall as well.

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- After the priest receives Communion, he gives Communion to the sacristan, who is usually Host 6.
 - When there is a deacon, the priest gives Communion to the deacon instead of the sacristan.
 - The priest then walks along the back wall of the sanctuary to give the sacred host to each EMHC.
 - The sacristan gives the large cup to each EMHC. If there is a deacon, the deacon does this instead.
 - If an EMHC needs to receive a low-gluten host for Communion, they ask the priest for this special host.
 - If an EMHC does not wish to receive Communion from the cup, they place their hand over their heart.
 - The priest presents a small chalice to each EMHC, for distributing Communion to the congregation.
 - The priest presents a ciboria to each EMHC, for distributing Communion to the congregation.

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- Normally there are four small cups for each Mass, for the four EMHC's to give Communion from the cup.
 - When there is a deacon, there are only three small cups, because the deacon uses the large chalice.
 - When there is a deacon, he gives out Communion at Cup Station 3, which is on the front side of the church.
 - This information is noted on the sign-up sheet which the volunteers fill out at the welcome desk before Mass.

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- Please use one of the back railings to go down the stairs to distribute Communion and return the same way.
 - Go to your Communion Station right away, but face the altar until the priest comes down to start Communion.
 - When each EMHC finishes the line at their Communion station, they immediately return to the altar.
 - Please do not double up at any other Communion station, unless directed to do so by the Sacristan.

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- After Communion, put each small chalice back on the tray, located on the northeast corner of the altar.
 - The priest or the deacon will consume any remaining Precious Blood. Please do not do this for him.
 - After Communion, put each ciborium back on the southeast corner of the altar, without combining any hosts.
 - However, if the priest or the deacon is standing there, please just hand your ciborium to him from his left side.

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- The priest or deacon consumes any remaining Precious Blood right at the altar, as directed by the Missal.
 - The priest or deacon combines the ciboria with remaining Hosts right at the altar, as directed by the Missal.
 - The priest or deacon gives the ciboria with consecrated hosts to the Sacristan to take to the Tabernacle.
 - The priest or deacon gives the other items to the servers and others, who take them to the credence table.
 - At our parish, the purification of the sacred vessels takes place after Mass, done by the priest or the deacon.
 - Thank you for assisting the priest in the distribution of Holy Communion to the congregation. God bless you!

Please refer to the chart for the Communion Stations, which is found in the Appendix of this document.

Reader (Lector) Notes

Preparation. The Mass readings can be found in the online bulletin, available on the parish website each Thursday. The printed copies of the bulletin also arrive on Thursdays at the church office for you to study as well.

- Arrive at least fifteen minutes early, dressed in business-casual attire. Check the Lectionary and read over the petitions. If there are different options for the readings, use the one that is published in the bulletin.
- While you are up at the Ambo before Mass, remember to also adjust the microphone to the best level for you. It is preferable to make this microphone adjustment before Mass rather than before the reading.
- Please be seated at the special chairs for the lectors, located on the north side of the sanctuary area, near the organ, before Mass begins. In this way, the priest knows that you are there for the readings.

First Reading. After the priest prays the Collect, and the congregation is seated, the Reader comes up from the designated chairs at the side of the sanctuary to the Ambo, adjusting the microphone, for the first reading.

- Please don't "count" the readings (for example, "Our first *reading* today is a *reading* from..."). Instead, just say "A reading from . . ." as printed in the lectionary book for each Scripture reading.
- Each scripture reading ends with "The word of the Lord" as printed in the lectionary book. Pause, but do not pick up the book as you say, "The word of the Lord." Just say the words without any gestures.
- Proclaim the reading by making eye contact with the people and speaking in a confident and direct manner. Speak to the people, not to the microphone, but use the microphone to your best advantage.
- Read with expression, being slow enough to emphasize the importance of the message. Sound like you understand what you are reading, because you have carefully prepared the reading beforehand.
- When finished with the first reading, please do not move the ribbon in the lectionary to another page. Instead, just turn the page to the second reading, if it is necessary to do so.

Second Reading. After the first reading, during the responsorial psalm, you can either return to your side chair or sit along the back wall of the sanctuary until the psalm is over. Then comes the second reading as usual.

- After the responsorial psalm is completed, return to the Ambo for the second reading. Use the same protocols for beginning and ending the second reading as you did for the first reading.
- After completing the second reading, close the lectionary, and place it on the second, lower shelf of the Ambo, with the binding facing outward. Thank you for serving as a Reader!

Petitions. The binder with the petitions is found on the top shelf of the Ambo. The Reader (Lector) for the Mass also reads the petitions, except at those Masses where there is a Deacon who will read the petitions instead.

- The person reading the Petitions comes up to the Ambo during the second half of the Creed. Begin reading the Petitions after the priest says, "Let us pray," or gives some other form of an introduction.
- After reading the last Petition, please remain at the Ambo until the priest says the concluding prayer, and all respond "Amen." Then, as the people are seated, return to your place.

Usher (Greeter) Notes

Arrival. Please arrive about thirty minutes early, dressed in business-casual attire. Sign in at the narthex desk, and wear your Usher Badge. When coming to any Mass, please check at the desk to see if any help is needed.

Usher Duties. At least two Ushers are needed for each Mass. Before Mass, they greet people. During Mass, they take up the Offertory Collection. After Mass, they help the Coordinator tidy up the church for the next Mass.

Welcoming. Greet everyone warmly. Give them a bulletin, which is the worship aid that contains all the music and readings for the liturgy. If they have any special needs, please be helpful to them as our honored guests.

Emergencies. In case of a medical emergency in church, help the Coordinator as requested. Special training will be provided by the parish to help our parish volunteers know what to do in these special situations.

Starting the Mass. At the end of the Gloria, close the six narthex doors. Please be seated in the back of church so that you can be available to help anyone in need and to assist the Coordinator.

Offertory Collection. During the Creed, start getting ready for the collection. Be ready with your baskets at the end of the Prayers of the Faithful. When the priest sits down, begin walking up the side aisles to give out the baskets, starting at the front pews. Make sure that everyone has a chance to put something in the basket.

Offertory Procession. During the collection, the Coordinator stays behind with the Offertory Gift Bearers. When the priest places the Roman Missal on the altar, the Coordinator sends the Gift Bearers up the main aisle. The ushers bring the collection to the back sacristy, where it is securely bagged and put into a special safe.

During Communion. Usher people into two lines in each aisle so that they go up for Communion in an orderly fashion. If there are no people in one of the lines, encourage people to go to the alternate Communion server. This will expedite the distribution of Holy Communion. Assist anyone in need as they come up to Communion.

After the Mass. At the final blessing, open all six narthex doors. Thank the people for coming to our church. Encourage people to take their bulletins home with them. Assist anyone in need. Then please check the church pews for any items left behind. Bring any lost and found articles to the Coordinator. Thank you for being an usher!

Offertory Gift Bearers

While the Ushers are taking up the Offertory collection, the Liturgy Coordinator is directing the Offertory Procession. Our parish handles these two events separately. (Some parishes bring up the donations with the bread and wine, which delays the progress of the Mass). Page four of this document also describes the Offertory Procession.

Since, on the rarest of occasions, an Usher may have to assist (or substitute for) the Liturgy Coordinator with the Offertory Procession, the details of the Offertory Procession are repeated here (for the Ushers).

At least two people are needed to bring the bread and wine to the altar for the offertory procession. During the Creed, the Coordinator gets the people ready for the Offertory Procession at the back of church. When the priest puts the Roman Missal on the altar, the Offertory Gift Bearers start walking up the main aisle with the gifts.

Normally, there is an Offertory Procession at each Mass. However, it is not necessary to have an Offertory Procession at each and every Mass. At Christmas and Easter, it is sometimes too crowded for us to do so. In accord with the standard liturgical norms, the offertory gifts consist of bread and wine only.

Musician Notes

The Music Director trains and schedules all liturgical musicians, and also provides music for all the weddings and funerals celebrated at our parish. The Sunday bulletin contains all the congregational music for the liturgy. Special congregational hymn sheets are prepared for weddings, funerals, holy days, and other special occasions. Volunteer musicians assist the Music Director in promoting congregational singing at our parish. The legal norms for using copyrighted materials, especially the music, are conscientiously followed in our parish publications.

Congregational Focus

- The primary music-producing organization at our parish is the congregation at worship.
- The role of the parish musicians is to promote and enhance our congregational singing.
- The success of the music program depends on the active participation of the congregation.
- Everything else in our parish liturgical music program is secondary to congregational singing.

Weekend Music Program

- Advent and Christmas Music: from the First Sunday of Advent, through Christmas, until Epiphany
- Winter Ordinary Time Music: From the Baptism of Our Lord until the Sunday before Ash Wednesday
- Lent-Easter Time: from Ash Wednesday, through Holy Week and Easter, until Pentecost Sunday
- Summer Ordinary Time: from Trinity and Corpus Christi Sunday until the last weekend in August
- Fall Ordinary Time: from the first weekend in September until Christ the King Sunday

Special Music Programs

- Christmas: Christmas Eve at 3:00 p.m. and 5:00 p.m. Christmas Day at 9:00 a.m. and 11:00 a.m.
- New Year: New Year's Eve at 4:00 p.m. New Year's Day at 9:00 a.m. (if on Sunday, then also at 11:00 a.m.)
- Ash Wednesday Liturgies: 7:30 a.m. Mass, 12:00 p.m. and 4:30 p.m. Services, and 7:00 p.m. Mass
- Palm Sunday Liturgies: regular weekend schedule of Masses for Palm Sunday weekend
- Holy Thursday: Solemn Liturgy at 7:30 p.m., followed by Adoration until about 9:00 p.m.
- Good Friday: Anointing at 12:00 noon, Solemn Liturgy at 3:00 p.m., Stations of the Cross at 7:30 p.m.
- Holy Saturday Easter Vigil Liturgy: 7:30 p.m. (No afternoon Mass or confessions today!)
- Easter Sunday Liturgies: Sunrise Mass at 7:30 a.m. Regular Sunday Masses at 9:00 a.m. and 11:00 a.m.
- Confirmation Liturgy: as scheduled, usually celebrated in the month of March
- First Communion Liturgy: as scheduled, usually on the Sunday right after Easter
- Assumption, All Saints, Thanksgiving, and Immaculate Conception: as scheduled

Hospitality Notes

The Hospitality Committee has three functions: staffing the welcome desk, organizing Hospitality Sundays, and coordinating art and environment. All of these activities create a welcoming and helpful environment to parishioners, visitors, and guests to our parish. Overall coordination comes from the members of the Worship Commission.

Welcome Desk

- Trained volunteers, who are knowledgeable about the parish, staff the welcome desk at weekend Masses.
- Announcements are shown on the narthex television screen, as prepared by the parish office each week.
- Sign-up materials for upcoming events are provided, along with approved materials for distribution.
- Parish registration materials are also available, along with extra envelopes for parish donations.

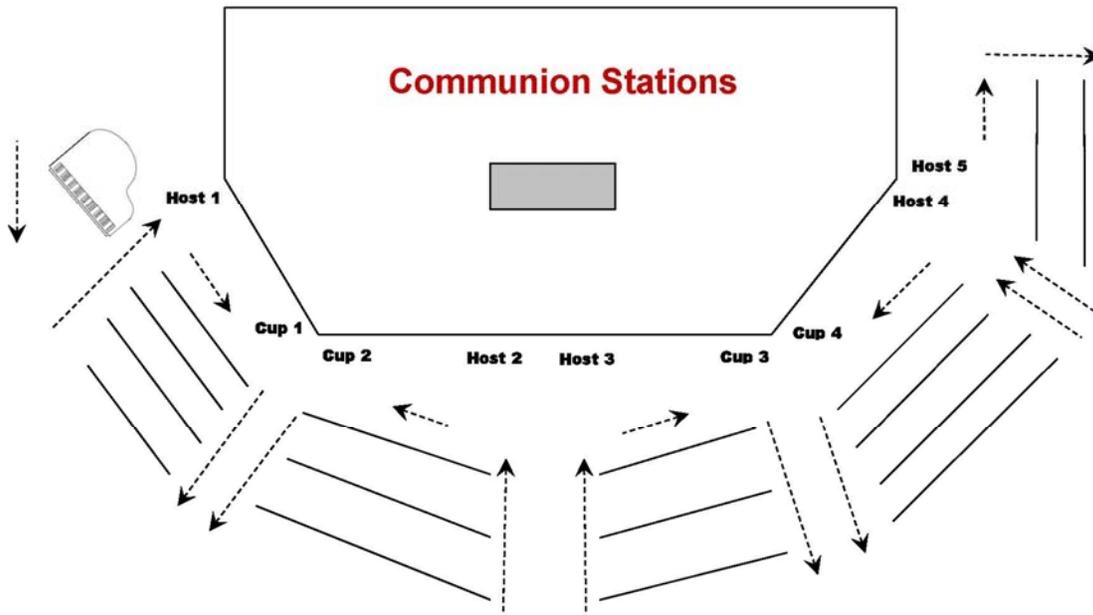
Hospitality Sundays

- Trained volunteers host the weekly Coffee Hours and monthly Hospitality Sundays throughout the year.
- Food and drink have to be purchased in advance and prepared beforehand in the parish center kitchen.
- The set-up of the room has to be planned in advance, and cleaning activities follow each of these events.
- Volunteers are welcomed from parish organizations and groups to act as hosts for this community event.
- Approved displays and promotions from various organizations and parish groups are welcomed as well.
- Parish Community Events are coordinated with the monthly Hospitality Sundays throughout the year.

Art and Environment

- The Worship Commission works together to decorate the church, especially for Christmas and Easter.
- Volunteers from the parish liturgical and music ministries, along with youth ministry, assist in this work.
- The following seasonal decoration plans are essential to the church art and environment program:
 - Advent and Christmas Decorations, followed by Winter Ordinary Time Decorations.
 - Lenten and Easter Decorations, followed by Summer and Fall Ordinary Time Decorations.
 - Special Occasions and Events, including First Communion and Confirmation liturgies.
- Special funding comes from a second collection for flowers taken up before Christmas and Easter.
- Our Greens Keepers Garden Club tends the parish gardens throughout our beautiful parish campus.

Appendix: Chart for the Communion Stations



Host 6 goes to the back of the church to give Communion to people with disabilities.
The Coordinator points out these individuals to Host 6 in the back pews of the church.

| | |
|--------------------------|--------------------------|
| Cup 1: North Side | organ side of the church |
| Cup 2: North Side | organ side of the church |
| Cup 3: South Side | font side of the church |
| Cup 4: South Side | font side of the church |

- After the priest receives Communion, he gives Communion to the sacristan, who is also Host 6.
- When there is a deacon, the priest gives Communion to the deacon instead of the sacristan.
- The priest then walks along the back wall of the sanctuary to give the sacred host to each EMHC.
- The sacristan gives the large cup to each EMHC. If there is a deacon, the deacon does this instead.
- If an EMHC needs to receive a low-gluten host for Communion, they ask the priest for this special host.
- If an EMHC does not wish to receive Communion from the cup, they place their hand over their heart.
- The priest presents a small chalice to each EMHC, for distributing Communion to the congregation.
- The priest presents a ciboria to each EMHC, for distributing Communion to the congregation.
- Normally there are four small cups for each Mass, for the four EMHC's to give Communion from the cup.
- When there is a deacon, there are only three small cups, because the deacon uses the large chalice.
- When there is a deacon, he gives out Communion at Cup Station 3, which is on the font side of the church.
- This information is noted on the sign-up sheet which the volunteers fill out at the welcome desk before Mass.

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|-------------------------------|-------------------------------|
| Host 1: North Side | organ side of the church |
| Host 2: Center Aisle | main aisle next to the priest |
| Host 3: Center Aisle | the priest in the main aisle |
| Host 4: South Side | font side of the church |
| Host 5: South Side | font side of the church |
| Host 6: Back of Church | back pews of the church |

Appendix: Contingency Plans for Liturgical Volunteers

In case there are not enough liturgical volunteers at a Mass, we need to have a strategic Plan B already in place. These contingency plans are implemented by the Coordinator, in consultation with Sacristan as necessary.

- **If there are not enough ministers for four cups**, then there are only two cups for that Mass.
- If there are not enough ministers for two cups, then there are simply no cups for that Mass.

- **If there are less than six host ministers**, which includes the priest as Host 3, here is the plan:
 - Five ministers: drop the Host 5 position on the front side, leaving only Host 4 there.
 - Four ministers: also drop the Host 2 position next to the priest in the main aisle.
 - Three ministers: keep just the Host 2, the Host 3 (the priest), and the Host 6 positions.
 - Two ministers: keep just the priest and Host 6, who then helps the priest in the main aisle.

- **If there is no lector**, the priest should only do the readings and the petitions as a last resort.
- If at all possible, another liturgical volunteer for that Mass should double-up as the lector.

- **If there are not enough ushers**, additional people must be drafted and trained for this role on the spot.
- These draftees could be other liturgical volunteers, even if they are serving in other roles at that Mass.

- **If there are no offertory gift bearers**, the offertory procession should be cancelled before Mass starts.
- If the procession is cancelled, the bread and wine are taken to the credence table before Mass starts.

- **If there are not enough altar servers**, the Sacristan assists with the altar server duties as practical.
- If there are no altar servers, the regular wooden trays are placed on the back cushions under the cross.
- In this case, the sacristan would assist the priest in preparing the altar for the offertory from these trays.
- After Communion, everything is returned to these trays as usual, except for the consecrated hosts.

- **At crowded Masses**, especially at Christmas and Easter, Communion from the Cup should still be the norm.
- However, if there are not enough liturgical volunteers, the regular contingency plans should be implemented.
- It is important for the people to process forward towards the altar for Communion, even at crowded Masses.
- There is a parallel between the entrance procession of the priest and the Communion procession of the people.
- Only people with mobility issues should have Communion brought to them at other places in the church.
- The musicians are prepared to continue the music until the entire distribution of Communion is completed.
- Let the “altar call” of receiving Communion be the norm, even for people in the chapel and in the narthex.

- **Hosts for Communion** should be consecrated for distribution at that Mass, but this is not always practical.
- Running out of consecrated hosts to distribute at Communion time would be a great liturgical embarrassment.
- For very crowded Masses, additional ciboria should be on the altar to replenish the ciboria for Communion.
- Additional consecrated hosts can always be distributed at other Masses, especially at the weekday Masses.

- **Communion from the Cup** is another matter altogether. Sufficient wine should be consecrated for each Mass.
- However, if there is too much consecrated wine left over after Communion, who is going to consume all of it?
- The doctrine of concomitance states that the entire Eucharist is fully received under either of the sacred species.
- Therefore, it is more practical to run out of consecrated wine than to have too much left over after Communion.

Appendix: Safety with Charcoals for Incense at Mass

The Use of Incense at Mass

- According to the Roman Missal, incense can be used at any or every Mass at the discretion of the priest.
- At our parish, the pastor does not use incense at all when he is wearing green vestments for Ordinary Time.
- At our parish, the pastor usually uses incense when he wears white, purple, or red vestment for Mass.
- Thus, incense is regularly used during Advent, Christmas, Lent, Easter, and on special Feast Days.

- According to the Roman Missal, incense can be used four times during the celebration of the Mass.
- Incense can be used at the Entrance, at the Gospel, during the Offertory, and at the Consecration.
- In addition, incense can be carried in procession at the beginning and even at the end of the Mass.
- Finally, the priest can also incense the entire congregation, especially at the end of the Offertory.
- At our parish, the pastor only uses incense for the altar at the Entrance and for the altar at the Offertory.
- At our parish, the pastor uses incense more often at the liturgies on Holy Thursday and on Holy Saturday.
- When incense is used, the person or the object being incensed is blessed and honored by the incense.

- At the end of a funeral Mass, the coffin or the urn with ashes is almost always incensed as part of the ritual.
- Even though he is not wearing green vestments, our pastor does not use incense at weddings at our parish.
- At our parish, our pastor only uses one scoop of incense. Many priests use a lot more incense at Mass.
- The use of incense is a noble liturgical tradition that goes all the way back to the Temple in Jerusalem.
- In the Book of Revelation, incense is an important part of the heavenly liturgy celebrated before God's throne.

Lighting the Charcoal before Mass: Sacristan

- About fifteen minutes before Mass, the Sacristan prepares the charcoal at the metal table in the back-sacristy.
- Only one whole charcoal is needed in the censer, and it should never be broken apart into several pieces.
- Using the gloves and the tongs as needed, light the charcoal, keeping it away from the box of charcoals.
- It is sufficient that you achieve ignition only around the circumference of the charcoal before the Mass starts.
- If necessary, swing the censer back and forth a few times to make sure that the charcoal is lighted sufficiently.

Setting the Censer in the Sanctuary

- About ten minutes before Mass, the Sacristan hangs the censer by its chain on the stand in the sanctuary.
- On the shelf of the censer stand is the "boat," which is filled with the incense grains, as well as a small spoon.
- Adjust the lid of the censer so that all four openings are clear, so as not to impede the addition of the incense.
- If the Mass is lengthy, an additional unlighted charcoal is put in the "boat" to be inserted later by the priest.
- Please note that some priests refer to the censer as the "thurible," and the incense server as the "thurifer."

Cleaning the Censer after Mass

- After Mass, the Sacristan brings the censer back to the metal table in the back-sacristy hallway.
- Using the safety gloves, dump the hot charcoal into the safety can located under the metal table.
- If necessary, use a small spoon to help clear out the ashes from the censer into the safety can.
- If desired, the interior tray may be removed from the censer and handled with the safety tongs.
- Cover the hot charcoal with dirt, using the ladle in the can, and securely place the lid on the can.
- Since the censer is still hot, keep it away from other items on the table, especially the box of charcoals.

Thank you for being so very careful with these burning charcoals, both before and after Mass in our church!