

Weekend Liturgy General Protocol

(Saturday 5pm, Sunday 9am & 10:30am)

All Liturgical Ministers arrive in the Sacristy at least fifteen (15) minutes before Mass. The Extraordinary Ministers of the Eucharist check the Altar area, especially the Credence Table for anything lacking. In the absence of the Sacristan, they prepare the Credence Table and the Altar and put everything ready and in place. The **Prayer before Serving** is recited together seven (7) minutes before Mass in the Sacristy, after which all Liturgical Ministers proceed to the front of the glass doors and help greet parishioners as they come in. The ALTAR SERVERS stand ready with the Processional Cross and Candles. If there are not two candle bearers, the altar server places the candles at the Ambo prior to the procession. After the ringing of the bells or when it is time to begin, LECTOR 1 reads the Commentary. The ALTAR SERVERS lead the Processional (followed by the lectors and Extraordinary Ministers of Holy Communion) and immediately place the Processional Cross and Candles near the **Ambo** (Pulpit). In the absence of the DEACON, READER 2 carries the Book of Gospels and places it the book holder on the Altar. The Presider, with the Assisting Priest (if any), makes the Profound Bow and kisses the Altar, together with the Deacon and the Assisting Priest. All other Liturgical Ministers make a Profound Bow (from the waist) as they arrive at the front of the Altar and proceed to their respective places.

At the Liturgy of the Word, LECTOR 1 makes a profound bow before the Altar and proceeds DIRECTLY to the Ambo and proclaims the First Reading. After the reading, Lector 1 meets the Cantor in front of the Altar and together they make a profound bow and Lector 1 returns to his/her seat. He or she does not begin with "The First Reading..." The Psalm is sung by the CANTOR. The Cantor meets LECTOR 2 in front of the Altar and together they make a profound bow, and Lector 2 proclaims the Second Reading and at the end places the Lectionary underneath the Ambo to give room for the Book of Gospels. *A Profound Bow is done when a Minister crosses the Altar.* Genuflection to the Blessed Sacrament is done upon arrival and departure from the Church.

In the absence of the DEACON, the PRESIDERS or the Assisting Priest makes a Profound Bow before the Altar, picks up the Book of Gospels and carries it to the Ambo, together with the two (2) ALTAR SERVERS who carry the Processional Candles. After the Gospel, the DEACON or PRESIDERS or the Assisting Priest places the Book of Gospels on the designated Lectern and the Altar Servers go back to their seats. After the Homily and the Creed, the Prayer of the Faithful is read by LECTOR 2, in the absence of the DEACON.

At the Offertory, the EXTRAORDINARY MINISTERS OF THE EUCHARIST proceed to the Altar and prepare the Altar with the Sacramentary and Vessels (corporal and chalice) and return to their seats. In the absence of Altar servers, the Extraordinary Ministers of the Eucharist remain on the altar to serve the priest.

The PRESIDER proceeds down the steps and waits in front of the altar to meet the Offerors. The Offerors bring up the Gifts of Bread (right) and Wine (left), and present them to the priest and go back to their seats. The OFFERORS are selected by the USHERS, the SACRISTAN in the absence of the ushers, or by the Presider on a random basis and not as regular offerors. Faithful are also encouraged to sign up to present the gifts in advance of the Masses. After the Collection is taken up, the USHERS/COLLECTORS immediately place the collection into the marked bag and seals it and deposits into the SAFE in the Sacristy. The DEACON or Assisting Priest and the ALTAR SERVERS then join the Presider at the table for the Preparation of the Gifts.

At the Exchange of the Sign of Peace, the Presider shakes hand with the Deacon, the Assisting Priest and the ALTAR SERVERS who all remain in the Altar area. During the exchange, all EXTRAORDINARY MINISTERS OF THE EUCHARIST proceed to the Altar area for the reception and distribution of Holy Communion.

After Holy Communion, the EXTRAORDINARY MINISTERS OF THE EUCHARIST consume the remaining Precious Blood at the Altar, and place the cups and ciboria on the Corporal on the Altar. The Presider or the Deacon or the Assisting Priest or one of the EXTRAORDINARY MINISTERS OF THE EUCHARIST places the unconsumed Sacred Species into the Tabernacle. The Presider purifies the Sacred Vessels with the help of the Deacon and the EXTRAORDINARY MINISTERS OF THE EUCHARIST who return to their seats afterwards.

After the Final Blessing, the ALTAR SERVERS take up the Processional Cross and Candles and lead the Recessional. Only Presider kisses the Altar and proceeds to the front of the Altar for the Profound Bow together with ALL the Liturgical Ministers.

ALL the Liturgical Ministers proceed to the Sacristy to bow before the Crucifix. The Presider immediately proceeds to the back of the church to meet the Parishioners.

(Updated December 2019)