



ST. LUKE

THE EVANGELIST

CATHOLIC CHURCH
1102 NW WEIGEL DRIVE, ANKENY, IOWA 50023
WE WORSHIP • WE TEACH • WE CARE

Introduction

Thank you for coming forward to participate in ministry as a lector or minister of the Eucharist. We appreciate your willingness to give back to your church, and hope that through this ministry you will better understand of the beauty and message of the Catholic liturgical celebrations.

Through the information provided in this booklet, you will learn the order of the Mass, the duties and responsibilities of your chosen ministry, and many of the details regarding what is necessary in the preparation and presentation of Mass. Please look in the back of the book for additional information to help you understand specifics; the liturgical vocabulary, and details of the liturgical year.

This booklet is meant to help all Lectors and Eucharistic ministers in St. Luke's parish to have a solid understanding of the importance of their ministries.

Your Role as a Minister

It is important that as you make a commitment to your new chosen ministry, that you take your new responsibility very seriously by taking the following steps:

Please make sure that you show up a minimum of 15 minutes before liturgy begins. You should sign in on the table in the back. If you find that you cannot fulfill your obligation, please identify an alternate as soon as possible. This is your responsibility! Dress appropriately for liturgy. Shorts, tennis shoes, flip-flops and tank tops are not appropriate. Pants should be clean and without holes. While you may be tempted to dress more casually in the summer months, remember there will be air-conditioning and appropriate attire is still necessary.

“When Sacred Scriptures are read in Church, God Himself speaks to His people,
And Christ, present in His own Word, proclaims the Gospel.”
General Instruction from the Roman Missal #29

Lectors are members of the Assembly who proclaim the Word in the first two scripture readings.

Training and preparation are necessary for those persons wishing to be Lectors. Proclaiming the Sacred Scriptures is different from the other kinds of public speaking. Not only do Lectors need to be effective communicators, but they need to absorb and express the spirit of the Liturgy as well. Ongoing training is essential, which not only helps the Lector in their ministry, but also enhances the liturgy.

Speaking of Lectors at the Mass, the Vatican Council said, “They exercise a genuine liturgical function. They ought, therefore, to discharge their office with the sincere piety and decorum demanded by so exalted a ministry and right expected of them by God’s people. Consequently, they must all be trained to perform their functions in a

correct and orderly manner...Christ is present in His word since it is He Himself who speaks when the Holy Scriptures are read in the Church.”

GENERAL INFORMATION

Check-in at the table in the back with the Liturgy Captain fifteen minutes before the start of your scheduled liturgy. When you arrive, check that your reading is marked properly in the Lectionary with the ribbon. It is also a good idea to remember what the page number for your reading is ahead of time in case the ribbon is moved. Be sure the Lectionary is placed on the Ambo.

Please make sure that you practice and are comfortable with your assigned reading. It is helpful to find your reading in a Bible at home and read what comes before and after your particular reading. This helps you better proclaim the Word when you know its full context by reading the entire passage or section from which it comes.

Prepare both readings each time you are assigned in the event that the other lector does not show up. It is always better to be ready rather than to be caught unprepared at the last minute. Do not add any additional text to the Word. Only read what is in the Lectionary.

Read slowly! If you feel that you are reading too slowly, you are probably reading at the right pace. If you read too quickly, the assembly will not be able to understand what you are reading.

Watch your body language. You may have personal habits of which you are not aware (foot movements, head or hand twitching, etc.). Stand with your arms resting comfortably on the ambo and with both feet flat on the floor. Have someone in the assembly watch carefully to help you and make a conscious effort to correct your stance.

Once Mass Begins

When a Deacon is present he will carry in the Book of the Gospels. When there is no Deacon the Lector will carry the Book of the Gospels in procession and place it on the altar. Do not wait for the rest of the procession; continue to the altar, and place the Book of the Gospels in the book stand on the altar and then go to your seat. The Lectionary will already be on the ambo opened to the first reading.

Immediately following the opening prayer, the assembly will be seated to listen to the reading of the Word. God's Word is always proclaimed from the ambo, whether it is read or sung.

As the Lector approaches the sanctuary before their reading it is customary to bow in front of the center of the altar as a sign of reverence. This bow should also take place after the reading is done when the Lector goes back to their seat.

The first reading is usually taken from the Old Testament. Following the first reading, a Psalm will be sung (or read in the absence of a Cantor). The second reading follows the Psalm and is taken from a passage of one of the New Testament letters.

After the second reading, the assembly stands to sing the Gospel Acclamation or "Alleluia." The Alleluia welcomes the Word of God in the Gospel. The "Alleluia" is not sung or recited during Lent, but another appropriate acclamation is proclaimed. The priest or deacon will read the Gospel passage from the New Testament. The 3-year cycle includes Gospel readings from the Book of Matthew (Cycle A), the Book of Mark (Cycle B), and the Book of Luke (Cycle C), with the readings from the Gospel of John used on special days and celebrations during the Liturgical Calendar.

Following the opening prayer, the presider and the rest of the assembly will be seated. At this time, the first Lector should go to the ambo to proclaim the first reading. It is customary to bow in front of the center of the altar and then proceed to the ambo. You should establish eye contact before beginning. It would be best to memorize the title of the reading (i.e. "A reading from the Book of Genesis"). It is important to read loudly and slowly enough to be heard. You should be about 10 inches away from the mic. Once you are finished proclaiming, take a step back and pause for silent reflection. If another Lector will be reading a second reading then turn the page to the Second Reading, if necessary. After bowing to the altar you can return to your seat. If you are the Lector for the second reading please close the Lectionary and put it in the Ambo shelf.

Prayer of the Faithful or General Intercessions

The Commentator should review the Prayer of the Faithful and the Announcements found in the folder that the priest will bring to the mass.

The prayer of the faithful (intercessions) is read from the ambo by the Commentator. The prayers are read after the homily during daily Mass and after the assembly recites the Creed on the weekend.

Command a pause at the end of each intercession. Once you are finished reading the intercessions, remain at the ambo, turn toward the presider, and do not return to the pew until after the community prayer or another closing prayer from the preside.

After people are seated after communion, (sometimes after the final prayer), the Commentator returns to the Ambo to read the announcements. When finished, return to your seat. Return the folder to the check in table.

“Jesus said to them, ‘I am the bread of life; whoever comes to me will never hunger, and whoever believes in me will never thirst.’”

John 6:35

“The Eucharist constitutes the very life of the Church, for the Lord said; I am the bread of life. No one who comes to me shall ever be hungry; no one who believes in me shall ever thirst.”

“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).

Your willingness to serve as a Eucharistic Minister reflects not only your response to your Baptismal call to serve, but a commitment to Christ as you share in the preaching, teaching and leading aspects of the Church. You offer the Eucharist, recognize the Body of Christ in those to whom you offer the Eucharist and ultimately you act as the Body of Christ by fully participating in the life of the parish and the wider community. Your willingness to commit to a schedule, to prepare properly for your service and to arrive on time dressed appropriately for your assigned Mass, further reflects that commitment. Just like anything that is important, there needs to be ongoing training. This training not only helps you in your ministry, but helps the liturgy be a beautiful encounter with God.

The Process

The Liturgy Captain brings the tray of chalices and purificators to the altar from the servers credence table as the collection begins and the altar is being prepared. After the priest pours water in the wine and

pours wine in the chalice, the Liturgy Captain pours wine into the other chalices while still on the tray. They are then placed to the right of the priest's chalice. The captain leaves the water pitcher and then returns the tray to the servers credence table.

Ministers of the Eucharist come to stand behind the altar at the Lamb of God. It is customary to bow to the altar before you enter the sanctuary area. After the priest (and deacon if one is present) receive Eucharist, the priest or deacon will share Eucharist with you. After receiving the hosts, Ministers of the chalice step forward, receive the chalice and then minister to the others. Then go to your assigned places. Ministers bring the Eucharist to music ministers at the end.

Please remember to wash your hands before you minister the Eucharist.

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 under the guise of making it more "meaningful" by such statements as "Take Jesus", "The precious Body of Jesus" etc. These statements do not profess the faith of the Church regarding the meaning of the action at that moment.

Remember you are a presence of Christ to each person as you minister, so, smile kindly, and refrain from appearing annoyed or stern or appear to be in a hurry. Allow each communicant a moment to respond "Amen".

If a consecrated Host drops on the floor, pick it up and either consume it immediately or hold it until you are done and then consume. Do not give a dropped host to anyone you serve. If you are concerned about running out of host, you can begin to break the pieces.

When offering the Chalice before each communicant, state in a clear, audible voice, “The Blood of Christ”. The same comments hold true about modifying this statement as those for “The Body of Christ.”

When distributing the chalice make sure you wipe the rim of the cup carefully with the purificator, (inside and out) and turn the cup a quarter turn for the next person.

When an adult or child comes forward during the communion processional with their arms folded against their chest, do not distribute to them, but rather offer them a blessing. An example might be: “May God bless you.” You may touch the person when giving a blessing. You may also give a blessing without touching.

The remaining hosts should be returned to the altar and the priest will make sure all the consecrated hosts are in the Ciborium. The Ciborium will be returned by one of the ministers to the Tabernacle. The remaining precious blood should be consumed and chalices placed on the servers credence table. Before returning to your seat please bow together in front of the altar.

MINISTRY TO THE SICK/ HOMEBOUND

A parish is to have sufficient ministers trained and prepared for the Ministry of Extraordinary Minister of the Eucharist, whose responsibility is not only for the assistance in the distribution of the Eucharist at every regularly scheduled Week-end Mass, daily Mass and Masses offered during the Christmas and Easter Season but to homebound parishioners and those in hospitals and nursing centers as well.

The Blessed Sacrament needs to be placed in a pyx. If you are going to be a Minister of the Eucharist to someone home bound or in the hospital, tell the priest before hand. You can place your pix on the altar and the priest or minister will give it to you as you come up for communion. You can also ask for the number of hosts you need in your pix as you come up for communion.

Order of the Mass

The Introductory Rites

The Entrance Processional And Hymn

Sign of the Cross and Greeting

Penitential Rite or Rite of Sprinkling

Glory to God Hymn

Opening Prayer

The Liturgy of the Word

First Reading

Responsorial Psalm

Second Reading

Gospel Acclamation

Gospel

Homily

Profession of Faith

Prayer of the Faithful

(General Intercessions)

The Liturgy of the Eucharist

Preparation Song

Collection of Monetary Gifts

Preparation of the Altar

Presentation and Preparation Of the Gifts

Prayer over the Gifts

Communion Rite

The Lord's Prayer

Sign of Peace

Breaking of the Bread

Lamb of God

Communion Hymn

Prayer after Communion

The Concluding Rites

Blessing and Dismissal

Hymn and Recessional

LITURGICAL VOCABULARY

SIGNS AND SYMBOLS OF OUR FAITH

ALB: The white garment worn by priest, deacon, or altar server.

ALTAR: Symbol of Christ - anointed by the Bishop. The place where Christ, "the anointed", offers himself for us.

ALTAR SERVER: The person who assists the priest in the celebration of the Mass. The server holds the book, prepares the altar, carries candles, and other related duties as called for by the occasion.

AMBO: The podium from which ONLY the Word of God is proclaimed.

ASSEMBLY: The people of God gathered for worship. They are called together by Christ, they form what St. Paul called The Body of Christ.

ASPERGILIUM: An instrument with a handle and hollow container for Holy Water. It is used to sprinkle people as a reminder of their baptism. A bucket or pot is used to hold the Holy Water. The Deacon or server follows the priest with the bucket of Holy Water.

BAPTISMAL FONT/BAPTISTRY: Where the sacrament of baptism is celebrated.

THE BLESSED SACRAMENT: The real Eucharistic presence of our Lord is kept in the tabernacle after the consecration.

BOAT: A gold vessel where incense is kept and from which it is spooned. (It looks like a boat)

CANDLES/CANDLESTICKS: Found at the altar and ambo. During Easter season, the paschal candle is also lit. Depending on the solemnity of Mass two or more candles may be lit.

CANTOR/CHOIR: Music ministers who lead sung prayer.

CENSER/THURIFER: The incense burner used for solemnities and funerals.

CHALICE: The cup in which the priest consecrates the Precious Blood. It is used to distribute communion.

CHASUBLE: The vestment worn by the priest or bishop over all the other garments or vesture when they celebrate Mass. Originally, the chasuble was a full, semicircular cloak mentioned by St. Paul in 2 Timothy 4:13.

CIBORIUM/PLATE: The vessel used to distribute consecrated bread.

COMMENTATOR: The person who reads the Prayers of the Faithful and the Announcements from the Ambo.

CORPORAL: Square white linen on altar with a red cross. At the preparation of the gifts, the chalice and the gifts are placed here, and the Roman Missal is placed just to the upper left of this cloth or in the center of the altar.

CREDENCE TABLE: All altar supplies are kept here. If you are handed anything off the altar, or if you are in doubt as to where something should go, it is safe to place the items on the credence table.

CROSS/CRUCIFIX: The cross is traditionally the triumphal symbol of the resurrection of Christ. Crucifixes are a later development and focus on the sufferings of Christ's crucifixion.

CRUET AND DISH: This is used by the presider to wash his hands before consecration.

DALMATIC: The liturgical vestment of the Deacon at Mass and other liturgies. It is worn over the stole.

DEACON: An ordained minister, who assists the priest during Mass. His liturgical duties particularly involve proclaiming the gospel, assisting at the altar and assisting with the cup.

EASTER/PASCHAL CANDLE: The large candle near the baptismal font. This candle is lit during funerals, baptisms and throughout Easter Season.

EXTRAORDINARY MINISTER OF THE EUCHARIST: A lay person who distributes Eucharist under both species – The Precious Blood and Sacred Hosts.

HOLY OILS (CHRISM, CATECHUMEN, SICK):

CHRISM is used for holy orders, confirmation and baptism. It is

consecrated by the bishop at the Chrism Mass, which is traditionally held at the Cathedral sometime prior to Holy Thursday evening. All are welcome to attend. Unlike the other two, this oil has fragrance as it is mixed with balsam.

OIL OF CATECHUMEN is blessed oil administered to those who are not baptized, but desire to join us in faith. Is used for babies and adults prior to their baptism.

OIL OF THE SICK is blessed oil used to anoint the sick and/or dying.

HOLY WATER CONTAINER AND SPRINKLER: Holy water is blessed during the Easter Season. It is used at baptisms, funerals and during the Easter Season.

HOMEBOUND MINISTER: Those who take Eucharist to parishioners who cannot be with us. They use a gold plated vessel called a PYX, and are sent forth with a blessing by the priest, following the communion processional.

INCENSE: Pebbles of fragrance put on charcoal to make smoke, in the censor (or thurifer).

LECTIONARY: The official book of readings for the holy Mass. There are books for daily Mass, special liturgical celebrations as well for the Sunday readings. There are three cycles of readings for Sunday A, B and C.

LECTOR: The trained minister who proclaims the Word of God.

LITURGY OF THE WORD and LITURGY OF THE

EUCCHARIST: The two main parts of the Mass centralized in our worship space. These events take place at the ambo and the altar, respectively.

PALL: White cloth placed on a coffin at a funeral. It symbolizes the white garment we put on at baptism.

PRESIDER'S CHAIR: The chair where the presider sits, the spiritual leader of this faith community.

PRIEST/PRESIDER: The priest who leads the assembly in worship. Having received the Sacrament of Holy Orders, the

priest represents Christ.

PROCESSIONAL CROSS: The large cross carried in at the beginning of liturgy and placed in the stand, facing the people, in the sanctuary. "The cross leads us" –first goes the cross, followed by the altar servers, the lector, and finally, the presider.

PURIFICATOR: The white cloth used to wipe or "purify" the chalice.

RECONCILIATION ROOM: A room or area designated to celebrate the Sacrament of Reconciliation.

ROMAN MISSAL: The red book that contains all the presider's prayers. It says "Roman Missal" on its binder.

SACRISTAN: The person who prepares all of the items needed to celebrate Mass.

SANCTUARY: This area used to be partitioned off by a communion rail. At St. Luke's it is the area covered by the carpet.

STOLE: The traditional, slender piece of vestment worn over the alb and over or under the chasuble. Only certain individuals wear this garment – it defines the role of minister.

TABERNACLE AND KEY: It is where the Blessed Sacrament is kept - it requires a special key to open.

USHER/HOSPITALITY MINISTER: They greet people, hand them books, make them feel welcome and often help people find a place to sit. They also assist in taking up the collection, and distribute bulletins as we leave the church.

VESTMENTS: Special clothing that priests and deacons wear. The colors correspond to the different seasons of the liturgical year.

The Liturgical Year

There are 5 seasons in the Liturgical year. Each season celebrates some aspect of the life, death, resurrection, and ascension of our Lord Jesus Christ.

Advent begins the Liturgical year. It is the four weeks immediately preceding Christmas. It is a season of anticipation for the second coming of Christ and our immediate preparation for the celebration of Christmas.

Christmas celebrates the incarnation (becoming human) of Jesus. The season

is celebrated over many days ending with the celebration of the Baptism of the Lord. The Epiphany (visit of the magi) of the Lord is also celebrated during this season.

Lent is our spiritual preparation for the celebration of Easter. It is the six weeks immediately preceding Easter during which we pray, fast and give alms (serve the poor). The 40 days of Lent are modeled after Jesus' 40 days in the desert prior to his public ministry.

The Triduum is the three days marking the passion and death of Christ. Holy Thursday recalls the Last Supper with the disciples. Good Friday celebrates the Passion. Holy Saturday recalls Jesus' burial.

Easter celebrates the resurrection of Jesus. It is seven weeks in length and ends with the celebration of Pentecost. The Ascension of Jesus is also recalled in this season. Easter is celebrated on the first Sunday following the first Sunday after the first full moon following the first day of spring (Spring Equinox or March 21).

Ordinary Time is the season of the church year which recalls and celebrates the public ministry of Jesus. Its length is determined by the date of Easter and can be 34 weeks long.

Colors of the Liturgical Year

Green is the color worn in the season of Ordinary Time. It is the color of hope.

Red is worn at Pentecost and on feasts of the martyrs. It is the symbol of the blood of the martyrs and fire symbolizing the Holy Spirit.

Violet is worn during the seasons of Advent and Lent. It is the color of penitence or anticipation.

White is the color worn in the seasons of Christmas and Easter. It represents the joy of those seasons.

Days of the Liturgical Year

Solemnities celebrate ministries of the Lord, Mary and the major saints. Solemnities include all Sundays and holy days of obligations.

Feasts celebrate the martyrs, other saints and major events in Church history.

Memorials celebrate the various saints of the Church.

Contact Information

Fr. Larry Hoffmann
St. Luke the Evangelist Catholic Church
P.O. Box 1087
Ankeny, Iowa 50021
515-343-6040

Office: St. Luke the Evangelist Catholic Church
1102 N.W. Weigel Drive
Ankeny, Iowa 50023
515-964-1278

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