

# St. Norbert College Parish

*at Old St. Joe's Church*



## Standard Operating Procedures For Liturgical Ministers

*Current as of March 29, 2017*

***Revised September 19, 2017***

**Revision Log last page**

*intentionally left blank so can be indexed in SOP binder*

## Table of Contents

	<u>Page</u>
<b>1 Introduction</b>	<b>5</b>
<b>2 General Guidelines</b>	<b>7</b>
<b>3 Cross Bearer</b>	<b>9</b>
<b>4 Eucharistic Minister</b>	<b>11</b>
<b>5 Greeter</b>	<b>13</b>
<b>6 Minister of the Altar</b>	<b>15</b>
<b>7 Minister of the Word</b>	<b>17</b>
<b>8 Sacristan</b>	<b>19</b>
<b>9 Usher</b>	<b>23</b>
<b>10 In Case of an Emergency</b>	<b>25</b>
<b>11 Exhibits</b>	<b>27</b>
<b>12 Revision Log</b>	<b>35</b>

*intentionally left blank so can be indexed in SOP binder*

## 1 Introduction

Serving your Parish as a liturgical minister is a special calling which is a beneficial way to help out your church community, and an active way to participate in mass. Liturgical ministers must be responsible and mature as an essential part of ministry is respecting the body and blood of Jesus Christ. As a liturgical minister, be reliable and make yourself available every time, and consistently be at church as a viable substitute or fill-in when needed. Thank you for your ministry to St. Norbert College Parish at Old St. Joe's Church.

*Loving Father, creator of the universe,  
you call your people to worship,  
to be with you and one another at Mass.  
I thank you for having called me  
to assist others in their prayer to you.  
May I be worthy of the trust placed in me  
and through my example and service  
bring others closer to you.  
I ask this in the name of Jesus Christ  
who is Lord forever and ever. Amen.*

## Training Guidelines and Comments

*As we begin a training session the following scripture can be shared regarding the value of training as a whole ministry team. The Mass is the beauty of forming one body, in the body no organ replaces the other and one organ doesn't displace another (No two people doing multiple ministries within a Mass).*

READING 2 1 COR 12:3B-7, 12-13

Brothers and sisters:

No one can say, "Jesus is Lord," except by the Holy Spirit.

There are different kinds of spiritual gifts but the same Spirit;  
there are different forms of service but the same Lord;  
there are different workings but the same God  
who produces all of them in everyone.  
To each individual the manifestation of the Spirit  
is given for some benefit.

As a body is one though it has many parts,  
and all the parts of the body, though many, are one body,  
so also Christ.

For in one Spirit we were all baptized into one body,  
whether Jews or Greeks, slaves or free persons,  
and we were all given to drink of one Spirit.

## Review General Guidelines

**This process is available electronically at SNC.EDU/Parish  
<http://www.snc.edu/parish/docs/SOPforministers.pdf>**

## 2 General Guidelines

- 2.0 a) God calls each of us to discipleship. Thanks for answering 'YES LORD' through being a minister at Mass.  
b) Words to reflect on prior to Ministering at Mass;
- Honor
  - Dedication
  - Commitment
  - You are an important part of the celebration
- 2.1 If you are on the schedule but unable to serve, please find a replacement and notify the Sacristan. *Ideally a replacement from one's own category: year rounder or student.*
- 2.2 Dress appropriately to indicate the importance of your ministry.
- 2.3 Arrive at least 20 minutes prior to the start of Mass (exception is Ushers handing out worship aids arrive 30 min prior, and Sacristan arrive 60-90 min prior).
- 2.4 Upon arrival, check in with the Sacristan and check your name off on the schedule.
- 2.5 If you are not on the schedule but are willing to be a sub, please let the Sacristan know. *Ideally a sub for one's own category: year rounder or student.*
- 2.6 Low-Gluten hosts will be offered at each Mass. Recipients will notify the Sacristan of their need. A pyx will be filled with the needed number of gluten-free hosts and put the pyx in with the hosts (do not leave it lay on the credence table as the gift bearers may not know to bring it up) to be brought forward with the offertory gifts. The Sacristan will suggest a section/seating for the recipient. It will be up to the individual to either join at the Altar to receive the host or indicate to the communion distributor of their need. (We suggest person requiring low-gluten come up to the Altar or find your way to the presider through normal communion line)
- 2.6 Order of Procession In To Church
- 2.6.1 If Deacon is present and there is one Presider: Cross Bearer, Minister of the Altar, Deacon with the Book of Gospels, and Presider
- 2.6.2 If Deacon is not present and there is one Presider: Cross Bearer, first Minister of the Word with the Book of Gospels, Minister of the Altar, and Presider
- 2.6.3 If Deacon is not present and there is more than one Priest: Cross Bearer, Minister of the Altar, Priest with the Book of Gospels, and Presider

*intentionally left blank so can be indexed in SOP binder*



### **3 Cross Bearer**

#### **3.1 Preparation Prior to Mass**

- 3.1.1 Make sure the Cross is in the atrium so it can be carried into the church during the procession.
- 3.1.2 Step through the doors and stand. Caution when going in the doors of the church from the Gathering Space – be sure to lower the Cross.
- 3.1.3 Turn to the Deacon or Presider for a nod on when to begin processing. The procession should start as soon as people stand for the opening song; however at times, the Deacon has opening remarks – wait for him to get in procession line, then go.

#### **3.2 Procession Into Church**

- 3.2.1 Hold the bottom of the Cross pole at about your knee height.
- 3.2.2 Walk at a reverent pace, not a fast walk but not too slow either.
- 3.2.3 Walk straight in from entrance doors until at center of main aisle then make a square turn toward Altar and continue.
- 3.2.4 Do NOT bow to the Altar when holding a Cross – never bow while holding a sacred object, such as a Cross.
- 3.2.5 Once you approach the Altar, turn to right side and head directly to the Cross stand for placement.

#### **3.3 Procession Out of Church**

- 3.3.1 Go to the Cross as soon as the final blessing is complete and the closing song has begun.
- 3.3.2 Walk to a spot on the floor even with the MA's chair and turn and face the Altar. Leave enough room for the MA, Deacon, and Presider to stand between you and the Altar.
- 3.3.3 Once the Presider has kissed the Altar, slowly turn and lead the procession out of church at a reverent pace.
- 3.3.4 Use caution when exiting the church into the Gathering Space – be sure to lower the Cross.

*intentionally left blank so can be indexed in SOP binder*

## 4 Eucharistic Minister

### 4.1 Preparation Prior to Mass

- 4.1.1 a) Confirm where you will be standing when distributing communion (see Exhibit A).
- b) Words to reflect on prior to Ministering at Mass;
  - Honor
  - Dedication
  - Commitment
  - You are an important part of the celebration
- c) soft skills; when ministering the Body or Blood of Christ, look the person receiving in the eyes when saying, “the body (or blood) of Christ”. The eyes are the window to the soul. Also, hold the Eucharist high enough that you are looking through it at the persons eyes. Sharing the love of Christ. Your love of Christ.

### 4.2 At the Exchange of Peace.

- 4.2.1 Move to the Altar at the exchange of peace so Mass is not delayed waiting for all the Eucharistic Ministers to approach the Altar.
- 4.2.2 When approaching the Altar, go behind the tabernacle and use hand sanitizer to reduce the spread of germs. Presiders who are distributing should use gel as well. College campuses are huge for outbreaks of influenza.
- 4.2.3 Ministers that will be distributing the Body of Christ should stand around the Altar on the Priory, or east side.
- 4.2.4 Ministers that will be distributing the Blood of Christ should stand around the Altar on the Boyle Hall, or west side.
- 4.2.5 The presider or deacon should distribute the Body of Christ to all Eucharistic ministers. The ministers should consume at the same time as the priest. That is, hold the Body of Christ until after the prayer and the priest consumes.
- 4.2.6 After the ministers consume, the presider should give the chalice to those distributing the Body of Christ. If there is a deacon or concelebrant, he should give the cups on the Altar to those distributing the Blood of Christ. If there is only a presider, the Minister of the Altar should distribute the cups while the presider distributes the Blood of Christ to those Eucharistic ministers distributing the Body of Christ. (This continues to be confusing. We should develop a unified plan).

### 4.3 Ministers of the Eucharistic Bread

- 4.3.1 Ministers distributing the Eucharistic Bread should stand according to the diagram in Exhibit A.

- 4.3.2 If distributing at the choir, be sure to be one of the first ministers to move reverently to that position. This avoids having to navigate through other ministers that may already be in their places.
  - 4.3.3 Avoid picking up and transferring the Eucharistic Bread from one bowl to another.
  - 4.3.4 Before returning to the Altar, scan the congregation to see if anyone has been missed.
  - 4.3.5 Assist other ministers that may have a line waiting to receive.
  - 4.3.6 Return bowl to the Altar yourself for the Presider to empty, then place the empty bowl on the tray behind the tabernacle.
  - 4.3.7 If a Host is dropped, simply pick it up; however, do not distribute it. Let the Minister of the Altar know that a host has been dropped. It should be placed in water to dissolve and be properly disposed by the priest or deacon.
- 4.4 Ministers of the Precious Blood
- 4.4.1 Ministers distributing the Precious Blood should stand according to the diagram in Exhibit A.
  - 4.4.2 After all receive communion, proceed to take the cup and purificator and proceed to the appropriate location for distribution to others.
  - 4.4.3 If distributing at the choir, be sure to be one of the first ministers to move reverently to that position. This avoids having to navigate through other ministers that may already be in their places.
  - 4.4.4 Before returning to the Altar, scan the congregation to see if anyone has been missed.
  - 4.4.5 Assist other ministers that may have a line waiting to receive. Do NOT transfer unused Precious Blood from one cup to another.
  - 4.4.6 Consume any remaining Precious Blood or leave covered with a purificator on the table behind the tabernacle.
  - 4.4.7 Avoid “saving a trip” to the Altar by carrying another minister’s cup and purificator as it may become awkward carrying all four items.
  - 4.4.8 If Precious Blood is spilled, immediately wipe it up with your purificator.

## **5 Greeter**

### **5.1 General**

- 5.1.1 If there is a Deacon at the Mass, the Deacon fulfills this role. If no Deacon, then this role is fulfilled by a Greeter.

### **5.2 Preparation Prior to Mass**

- 5.2.1 Walk to piano so that the musician knows you are ready.
- 5.2.2 At the start of Mass, go to the Ambo and say the following: “Welcome to St Norbert College Parish” and then “If you are able, please stand for the opening song found on your worship aid”.
- 5.2.3 Then go to your seat and join the community in the celebration.

*intentionally left blank so can be indexed in SOP binder*

## **6 Minister of the Altar**

### **6.1 Role of the Minister of the Altar (MA)**

- 6.1.1 To assist the Presider during Mass by holding books and setting the Altar (with Deacon).

### **6.2 Reminders**

- 6.2.1 Only those things to be consumed and the Sacramentary should be placed on the Altar.
- 6.2.2 No movement when someone is speaking.
- 6.2.3 Everything for mass should be in place and prepared at least 15 minutes before mass begins. Please avoid any last minute rushing into the church to get something finished. We are trying to have the parish calm themselves to prepare for mass a few minutes before mass begins and having a minister rushing around is not helpful.

### **6.3 Preparation Prior to Mass**

- 6.3.1 Confirm where you will be standing/sitting.
- 6.3.2 Review the trays the Sacristan has prepared for you.  
(10am large people count there should be three trays with 6 cups and 4 bread).
- 6.3.3 Visually check to ensure the key has already been placed in the Tabernacle. If it is missing, go to the Sacristy and get the key to the Tabernacle.
- 6.3.4 Make sure that the presider has prepared the Missal.

### **6.4 Opening Prayer**

- 6.4.1 Hold Sacramentary for the Presider after the Gloria except during Lent when there is no Gloria.

### **6.5 Preparation of the Altar**

- 6.5.1 Move to the Altar. Bring the New Roman Missal and set it on the Altar.
- 6.5.2 If a deacon is present, he will lay out the corporal. If not, MA should lay out the corporal. Unfold in sections, as if confetti was inside it. Keep the corporal approximately 4-5 inches forward of the edge Altar (reason is the New Roman Missal will sit front and center).
- 6.5.3 Put the chalice and pacificator on the corporal. Nothing else should be placed on the corporal until after the receiving of the gifts.
- 6.5.4 Get the tray of cups and purificators from bell tower area.
- 6.5.5 Assist Deacon (if one is present) to place the cups with wine around the perimeter of the Altar (opposite of the tabernacle), each with its own

purificator. Remember to handle the cups at the base, to minimize spreading germs.

6.6 Presentation of the Gifts

6.6.1 Stand with the Presider to accept the gifts.

6.6.2 Present gifts to the Presider.

6.7 Prayer Over the Offerings

6.7.1 Never put the washing bowl of water on the Altar. Bring washing bowl and towel to Presider. Put back on small table next to the Tabernacle after use. No cruet filled with water is necessary.

6.8 During and following the Distribution of Communion

6.8.1 If there is only one presider and no deacon, and the presider is distributing communion, the MA should stand by the altar and place the remaining Body of Christ into one ciborium that will go into the tabernacle. Once the priest has finished distributing communion, he can take over that role and place the ciborium back into the tabernacle. If there is a deacon or concelebrant, he should stand by the altar and receive the remaining Body of Christ

6.8.2 Everyone consumes the remaining Precious Blood at back table. The Precious Blood should always be consumed but not necessarily by the person who ministered the cup with the remaining elements.

6.8.3 Help purify vessels after Communion.

6.8.4 Deacon or MA should fold the corporal while the priest (or deacon) is placing the remaining Body of Christ back into the tabernacle.

6.9 Procession Out of Church

6.9.1 Presider/Deacon will process to reverence the Altar. MA should wait at chair.

6.9.2 MA should follow Cross Bearer out of Church.

6.10 After Mass

6.10.1 The Sacristan will always appreciate help carrying the trays back to the Sacristy following mass.

6.11 Sprinkling of Water

6.11.1 During certain celebrations, there may be a blessing of the Congregation or other items (e.g., the doors to the church, the people, etc.) - get a bowl, water from font, and wisk.



## 7 Minister of the Word

### 7.1 Preparations Ahead of Sunday

- 7.1.1 Minister of the Word #1 (MW1) proclaims the first reading. A student, when possible reads the Prayers of the Faithful. Minister of the Word #2 (MW2) proclaims the second reading only.
- 7.1.2 Study all of the readings, including the Psalm and Gospel. The USCCB website is a great resource ([www.usccb.org](http://www.usccb.org)).
- 7.1.3 Read your assigned reading as many times as necessary to feel comfortable with the text.
- 7.1.4 Be sure to learn any complex words/pronunciations.
- 7.1.5 Several copies of the *Workbook for Lectors, Gospel Readers, and Proclaimers of the Word*, published by the Liturgy Training Publications (LTP), can be found in the Sacristy.
- 7.1.6 Pray for spiritual enlightenment as you will be sharing God's Word with the entire congregation.

### 7.2 Preparation Prior to Mass

- 7.2.1 Sit in a location that allows you to approach the ambo for your reading.
- 7.2.2 Test and understand the microphone at the ambo.
- 7.2.3 Speak into the microphone at a slight angle rather than directly; this helps to reduce the "pops" that are heard when speaking "Paul" or other words that begin with the letter p. Position the microphone at your nose level to achieve the best sound for the congregation.
- 7.2.4 Identify the location of your reading in the book on the ambo.

### 7.3 Minister of the Word (MW1) Considerations

- 7.3.1 If there is a Deacon or a concelebrant, he will carry in the Book of the Gospels; therefore, you will not process into church. If there is only one Presider, you will process in after the Cross and place the Book of the Gospels on the Altar. Make a profound bow and return to your seat. If there is a deacon or concelebrant present, he will carry in the Book of the Gospels. Please follow the direction of the Sacristan, Presider, or Deacon regarding the need to carry in the Book of the Gospels or not.
- 7.3.2 Remain in your seat until the children attending the Liturgy of the Word for Children have all left the church, and ushers have closed the doors, so everyone has your focus at the start (when applicable).
- 7.3.3 There is no need to bow at the tabernacle on the opposite side of church when you approach or leave the ambo because you have shown respect and reverence

when you entered the sacred space at the beginning of Mass and to bow now creates a distraction for the congregation.

#### 7.4 Prayers of the Faithful Reader Considerations

- 7.4.1 Read through the Prayers of the Faithful when you arrive at church.
- 7.4.2 The Prayers of the Faithful may contain the name of a person or family. Please know how to pronounce that name. If in doubt, ask another parishioner and/or the Presider.
- 7.4.3 Speak each Prayer of the Faithful slowly and clearly.
- 7.4.4 Allow for a dramatic pause during the private intentions of the congregation. Follow the pause by concluding the petition (We pray to the Lord...).
- 7.4.5 After your last prayer, remain at the ambo until the Presider concludes with a blessing; then return to your seat.

#### 7.5 Minister of the Word (MW2) Considerations

- 7.5.1 After your reading, carefully place the Lectionary book (closed) on the credence table directly in front of the ambo.
- 7.5.2 Be alert to step in and read the Prayers of the Faithful if necessary.

#### 7.6 Speaking Tips During the Readings (MW1/MW2)

- 7.6.1 Be joyful about sharing the Word with the congregation.
- 7.6.2 Speak slowly, clearly, and with expression.
- 7.6.3 Make eye contact with all sections of the church.
- 7.6.4 Pause before saying "The Word of the Lord." Please also speak the response "Thanks Be to God."

#### 7.7 Gospel Reading Considerations for the Presider

- 7.7.1 The Book of the Gospels is very tall. When opened and placed on the ambo, it may hit the base of the microphone where the switch is and turn off the microphone.

## 8 Sacristan

### 8.1 Preparations Ahead of Sunday

- 8.1.1 Parish Office should reach out to the Sacristan if there are any special activities to be held during mass (i.e. baptism, special Presider, etc.).
- 8.1.2 Consider contacting (e.g. emailing) the Ministers serving that upcoming Sunday to remind them they are scheduled to serve. Instruct *them* to find a substitute if they will miss Mass; ask them to let you know who they found.

### 8.2 As You Arrive

- 8.2.1 Arrive well in advance; at least 1.5 hours prior to the start of mass
- 8.2.2 Inspect the space for anything out of the ordinary (e.g. water leaks, refuse left behind, fallen leaves from plants, snow on any entranceways). If something needs immediate attention, contact Campus Safety at 920-403-3260. If necessary, they will contact the facilities department.

### 8.3 Preparing the Church for Worship

- 8.3.1 Turn the lights on in the atrium spaces.
- 8.3.2 Open the Sacristy. The Parish Office has the combination to the Sacristy door.
- 8.3.3 Unlock the door to the kitchen.
- 8.3.4 Turn lights on in church. Light panel is located in the hall opposite the coat rack (see Exhibit A).
- 8.3.5 Make sure Cross is in the atrium so it can be carried into the church with the procession (see Exhibit B).
- 8.3.6 Turn lights on in vestibule area located behind Tabernacle (see Exhibit C).
- 8.3.7 Place pen and clipboard with Bulletin on desk in Atrium for other ministers to check in when they arrive.
- 8.3.8 Ten minutes before the start of Mass, begin finding minister substitutes for those who have yet to show. Once a substitute has been identified and filled, leave that person in to fulfill that ministry, regardless if the regularly scheduled minister arrives late. Ideally sub from the same category.

### 8.4 Preparations for the Presider

- 8.4.1 Put a bulletin on the counter in the Sacristy for the Presider's reference.
- 8.4.2 After the presider has marked the New Roman Missal with the appropriate page markers/ribbons, place the Missal on the wooden table next to the Presider's chair. Please do not take the Missal into the church before the presider has the opportunity to make sure the pages that are needed are marked with a ribbon.

- 8.4.3 Offer to place the Presider's homily on ambo (left-side).
- 8.4.4 Let Presider know where he is serving communion (likely PB=Priory Bread or BB=Boyle Bread).
- 8.4.5 Depending on the season, there may be a sprinkling during mass. If there is, fill the glass bowl (with the pedestal) with Holy Water and place in Atrium on Font along with the whisk.
- 8.4.6 Ask the Presider if there is anything else they need. Respect their need for privacy or quiet time before mass.

## 8.5 Preparation for the Eucharist

- 8.5.1 Check the amount of hosts in ciborium in the Tabernacle. The key is in the far left hand cupboard in Sacristy. Leave the key in the Tabernacle for Mass. **Note:** a ciborium holds approximately 200 hosts. Each rolled package has 100 hosts.
- 8.5.2 Prepare gifts (Presider's bowl with a layer of small hosts and one large host on top and cruet<sup>1</sup> filled with wine) and place on side table inside the double doors (see exhibit D). The church proper holds approximately 400 people including the choir area. Include extra if people are sitting in the atrium. Double-check how full the Church is to ensure there are enough hosts.
- 8.5.3 Ask the Presider to select the Chalice for the Mass (see the matrix below for known preferences). Place the empty Chalice on the table behind the Tabernacle.



- 8.5.4 If you need to restock the hosts in the Sacristy, the stock is located downstairs in the hall storage closet. **Note:** let the Church Office

---

1

(920-403-3988) know when there is one row of hosts in the box so that they can be reordered before running out.

- 8.5.5 Prepare the three trays, the **first tray** holding New Roman Missal, purificator, corporals (1 or 2 depending upon season), water goblet, glass bowl  $\frac{1}{4}$  filled with room temperature water, and *lavabo* towel) and place on wooden table behind the tabernacle (or next to the tabernacle for a very small mass) (see Exhibit E & Exhibit I). Ideally have the Minister of the Altar (MA) do this so they know what has been set up for them so they can ask any questions if something seems to be out of place or missing.
- 8.5.6 Prepare the **second tray** holding six cups of wine and purificators fanned out for communion distribution (eight if atrium also) and place on wooden table behind tabernacle (see Exhibits F & H). Fill these holy vessels about half full of wine unless it is a holiday, then add more. Wine is located in one-gallon bottles in the lower-left cabinet. Place empty bottles in the recycling container. Partially unfold one of the purificators and place over top of the six cups to protect them from any foreign objects (e.g. an insect) from entering during mass.
- 8.5.7 Prepare the **third tray** holding four empty bowls (or six if atrium also) for communion distribution and place on wooden table behind tabernacle (see Exhibits G & H). Note the Presider's bowl plus the ciborium from the tabernacle will be used to provide a total of six holy vessels.
- 8.5.8 When carrying one tray at a time, place only your index finger and thumb around the slot on each side of the tray; use your other three fingers to easily support the bottom of the tray.
- 8.5.9 It is best to carry the third tray out in to the church space considering you may need to open a door and the space behind the tabernacle could be dark. Carry the second tray next. Again, have the MA ideally carry out the first tray.
- 8.5.10 If a Eucharistic bread should fall, pick it up reverently. If the precious blood should spill, simply wipe up the spillage with a purificator.

## 8.6 Preparations for the Readings

- 8.6.1 Mark books for mass: Book of Gospels, Lectionary, and Roman Missal. Double-check to ensure it is opened to the correct Year A, B, or C.
- 8.6.2 Mark the Book of Gospels, as it will be carried in during the procession (see Exhibit I).
- 8.6.3 Place Lectionary on ambo in church for the Ministers of the Word (MW1 and MW2) to read from (see Exhibit J).
- 8.6.4 Place Prayers of the Faithful sheet on ambo in church for a separate Minister of the Word to read. Prayers of the Faithful will be on the counter

in the Sacristy. If not, check with the Presider. Review and ask for suggestions to pronounce parishioners name if read.

#### 8.7 Preparation for the Gifts

- 8.7.1 Ask two people to be gift bearers; encourage families to do so. If there happens to be three people as gift bearers, have the third bring the water (be sure to inform them to take all three items). Then inform the MA if you do this so they can expect the Roman Missal to be missing when setting the Altar.
- 8.7.2 Try to identify if there are any families for whom the mass may be remembered for and if so, ask them.
- 8.7.3 If there is a baptism, you can also ask the baptism family(ies).
- 8.7.4 If neither, then ask someone else. Try to mix it up between year-rounders and students.
- 8.7.5 Notify ushers if there is going to be a second collection and when (e.g., after communion).

#### 8.8 Preparations for a Baptism - see Baptism binder process

#### 8.9 After the Mass

- 8.9.1 The priest or deacon should have secured the tabernacle, but make sure. Return the key to the Sacristy.
- 8.9.2 Bring the trays from behind the tabernacle to the Sacristy.
- 8.9.3 Put all of the books away before dealing with any liquids to avoid damage if anything gets spilled or wet.
- 8.9.4 **Important:** If there is wine left in the cups, it is preferred that it be consumed. If there is too much to consume, it must be diluted before pouring it in the Sacramentarium (left side sink - see Exhibit L).
- 8.9.5 Wash the holy vessels (bowls and cups) gently with soap, dry, and put everything away. Place black felt in the bowl to prevent the surface from scratching when stacked.
- 8.9.6 Gather laundry together and place in basket in sacristy bathroom (see Exhibit M). Check the Sacristy bathroom for additional laundry.
- 8.9.7 Double check that the tabernacle key is hung back on the cupboard door.
- 8.9.8 During the school year, save the Prayers of the Faithful and Announcements for the evening mass by placing them on the counter in the Sacristy.
- 8.9.9 Turn off the Sacristy lights (if last one) and close/lock the door.

## 9 Usher

### 9.1 Preparation Prior to Mass

- 9.1.1 Gather the brown wicker baskets from the closet that hold the worship aides. Fill with worship aides
- 9.1.2 Stock the bulletins in four wooden holders by doors in the atrium; Keep remaining bulletins in atrium to hand out after mass
- 9.1.3 Inquire with the Sacristan if there will be a second collection and when (e.g., after communion), or if there are any other special considerations for the Mass.
- 9.1.4 Gather the collection baskets from the storage cabinet and place them in the atrium to distribute during the collection. Six baskets are needed for the church proper; consider extra if collecting in atrium.
- 9.1.5 Remember to save yourself a seat, but be the first to give it up to another parishioner.

### 9.2 While People Are Arriving

- 9.2.1 Warmly greet each person as they arrive.
- 9.2.2 Offer them a Worship aide.
- 9.2.3 Help everyone to find a place to sit and be comfortable, preferably before Mass starts, but especially after Mass has started.
- 9.2.4 At times, additional chairs may need to be set up in the atrium. Do this only if all seats have been filled in the church proper. These chairs, if needed, are likely to be in the hall near the bathrooms.

### 9.3 Accepting the Collection From the Congregation

9.3.1 The collection should start immediately when the congregation sits after the universal prayers.

- 9.3.1 Let the basket be carried down each aisle by the congregation.
- 9.3.2 Remember the seating area behind the choir.
- 9.3.3 Always be visible during the collection process. For example, never walk behind the tabernacle to get from one side of church to the other.

### 9.4 Sealing and Securing the Collection

- 9.4.1 This process should always be done with two ushers under dual control. The two should never be of the same family.
- 9.4.2 In the Sacristy, prepare several (likely) paper envelopes by writing on the envelope the date, mass time, and collection purpose (general, Bishop's Appeal, etc.). Blank envelopes are located next to the safe. Separate collections require separate envelopes, signatures, etc.

- 9.4.3 Place all contents in the envelopes without studying the contents. Be sure to fill the envelopes so they will fit through the slot in the safe.
  - 9.4.4 Ensure no items are left in the collection baskets.
  - 9.4.5 Seal each envelope, and mark each with the total number of envelope for that purpose (e.g. "1 of 5", "2 of 5", "3 of 5", etc.). Two ushers sign the outside of the first envelope only.
  - 9.4.6 Place it in the slot in the safe (check with Sacristan for location if unknown).
  - 9.4.7 If individual collection envelopes are received afterwards, simply place the individual envelope through the slot in the safe.
- 9.5 Immediately After Mass
- 9.5.1 Stand inside the doors accepting leftover worship aids and to distribute the weekly Church Bulletin.
  - 9.5.2 Avoid standing between the Baptismal Font and the congregation as they are leaving.
  - 9.5.3 Remember, nothing gets placed on the Baptismal Font, nor is it used to lean up against.
- 9.6 After Mass
- 9.6.1 Pick up any leftover papers, garbage, etc. that may have been left in the Church. Return items of value to the Sacristy. If needed, always have two people present to open a wallet or purse to identify its owner.
  - 9.6.2 Stack any additional chairs set up in the atrium, and return them to the hall near the bathrooms
  - 9.6.3 Return the collection baskets to their original storage location
  - 9.6.4 Restock the bulletins in the wooden holders near the doors.
  - 9.6.5 Organize worship aides in baskets to be used for 7PM Mass.



## **10 In Case of an Emergency**

- 10.1 Know where to find contact information.
- 10.2 Campus Safety will need to know of any emergencies on campus so documentation can be completed.
- 10.3 AED is located to the left of the Sacristy.
- 10.4 Get the red “Emergency Procedures” contact card from the Sacristy, hanging in the kitchen, or near the phone in the parlor (see Exhibit N).
- 10.5 Ministers should know if any of the members of the assembly, especially ministers and members who are regular participants, are trained in current methods of CPR and of the Heimlich maneuver.

*intentionally left blank so can be indexed in SOP binder*

## 11 Exhibits

**Exhibit A** - Light switch for Church

**ADD HERE**

**Exhibit B** - Cross in the Atrium



**Exhibit C** - Light switch in vestibule behind Tabernacle



**Exhibit D** - Presider's bowl and wine for gifts



**Exhibit E** - Tray #1



**Exhibit F - Tray #2 – six cups of wine covered**





**Exhibit G** - Tray #3 – empty bowls



**Exhibit H** - Trays behind Tabernacle before Mass



**Exhibit I** - Tray set on table next to Tabernacle

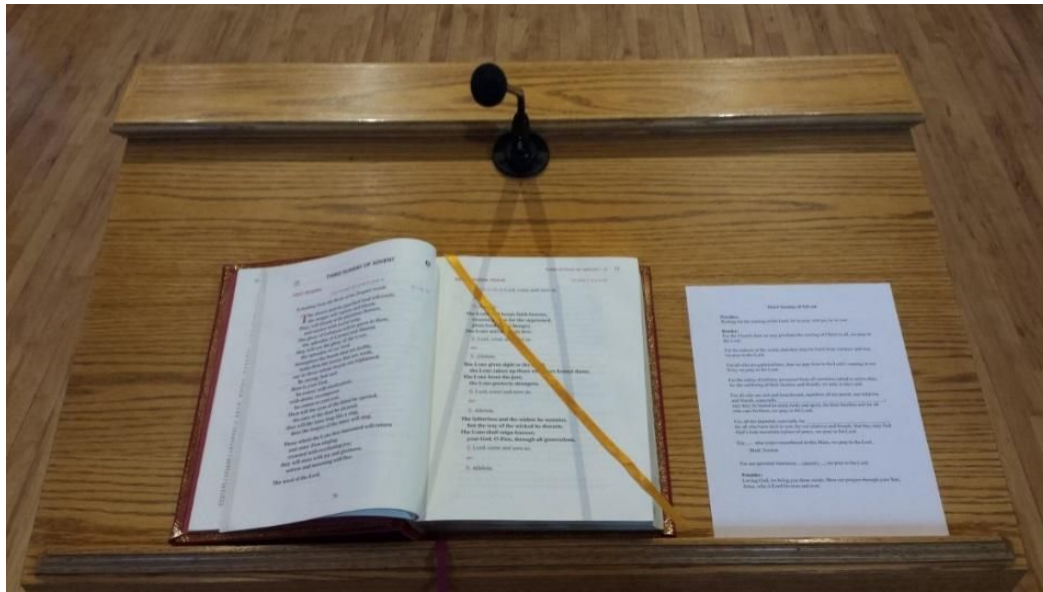


**Exhibit J – Initial Altar setting by MA**





**Exhibit K - Lectionary and Prayers of the Faithful on ambo in church**



**Exhibit L - Left side of the sink; Sacrament**

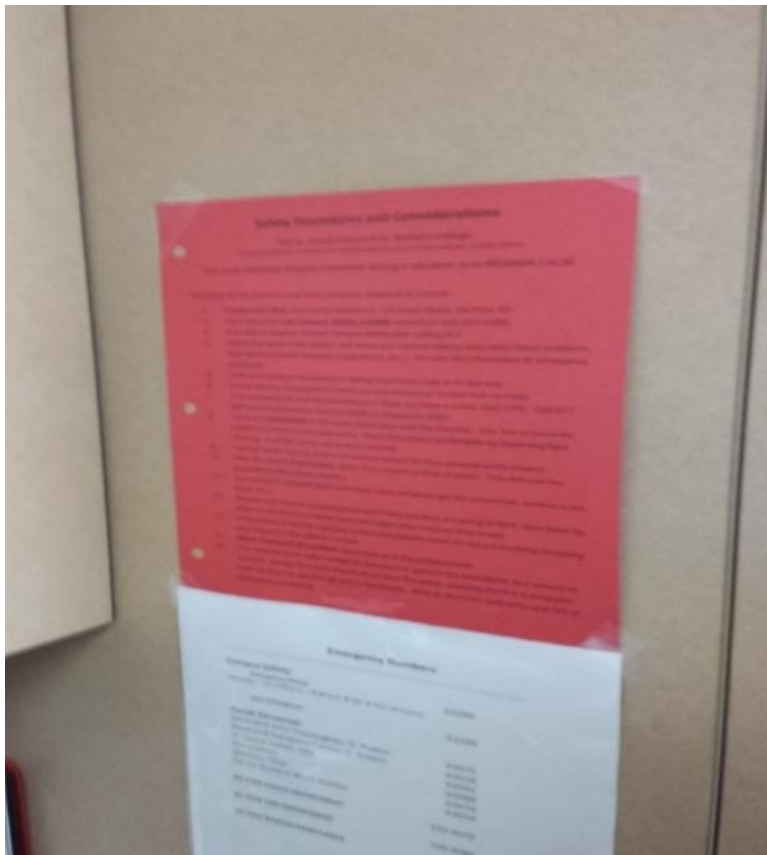




**Exhibit M** - Basket with used Mass linens, located in sacristy bathroom



**Exhibit N** - “Emergency Procedures” contact card



*intentionally left blank so can be indexed in SOP binder*

# Revision Log

**9/24 following training;**

Following are the notes captured during both minister training sessions on 09/24. In addition to these, let's see if we can resurrect the footers which had "St. Norbert College Parish, Page X of Y, and Standard Operating Procedures" at the bottom of each page.

**2.1 In the General Guidelines, strike the latter part of the sentence where it reads "both", "and Parish Office". This was corrected on 9/19.**

**6.3.2. Update latter sentence to indicate three trays.**

**6.3.4. Strike 6.3.4, "Water bowl..."**

**6.7.1 clarify in second sentence that no cruet filled with water is necessary.**

**7.3.2. Insert after "Children have all left the church", the text, "and ushers have closed the doors"**

**Add a 7.3.3 which reads, There is no need to bow at the tabernacle on the opposite side of church when you approach or leave the ambo.**

**9/19/2017**

**2.1 If you are on the schedule but unable to serve, please find a replacement and notify the Sacristan. *Ideally a replacement from one's own category: year rounder or student - Andrew***

**2.6 (We suggest person requiring low-gluten come up to the Altar or find your way to the presider through normal communion line)**

**6.3.4 Water bowl and towel should be on small table next to the Tabernacle.**

***Make sure that the presider has prepared the Missal. - Andrew***

**6.8.2 Everyone consumes the remaining Precious Blood at back table (if uncomfortable consuming, alternative is to put remains into the sacrarium in vesting Sacristy and purify there prior to washing).**

**Not really. The Precious Blood should always be consumed but not necessarily by the person who ministered the cup with the remaining elements. - Andrew**

Jay Fostner;p AttachmentsSep 17 (6 days ago)  
to me, Andrew, Nancy, Sharon, Kevin, Tony, Carol  
Friends,

I went through the document. Wow, thanks to everyone who put this together. It's impressive. I tracked my changes. So whoever is putting the final draft together, please take or leave any of my suggestions. They are only that - suggestions.

I did not do much editing on the baptism section of the document. Since we now do baptisms during mass, there are considerable changes that need to be written. I suggested ANDREW make those changes since I think he is the one who worked out the process for baptisms during mass.

Otherwise, again, I really appreciate everyone hard work!

Peace,

### **Fr. Jay - the following recommendations all accepted on 2/19/2017**

2.6 Gluten-free hosts will be offered at each Mass. Recipients will notify the Sacristan of their need. A pyx will be filled with the needed number of gluten-free hosts and put on the credence table to be brought forward with the offertory gifts. The Sacristan will suggest a section/seating for the recipient. It will be up to the individual to either join at the Altar to receive the host or indicate to the communion distributor of their need. (I would suggest we have them come up to the Altar. Or they must sit in a certain section and all communion distributors must know that he/she should have the gluten-free hosts. For example, priory closest to the Altar)

4.2 Following the Exchange of Peace (or At the Exchange of Peace. I find us waiting because Eucharistic ministers should use some sanitizing gel before distributing and that can take a bit of time.) (I also think presiders who are distributing should use gel as well. College campuses are huge for outbreaks of influenza.)

4.2.5 The presider or deacon should distribute the Body of Christ to all Eucharistic ministers. The ministers should consume at the same time as the priest. That is, hold the Body of Christ until after the prayer and the priest consumes.

4.2.6 After the ministers consume, the presider should give the chalice to those distributing the Body of Christ. If there is a deacon or concelebrant, he should give the cups on the Altar to those distributing the Blood of Christ. If there is only a presider, the Minister of the Altar (?) should distribute the cups while the presider distributes the Blood of Christ to those Eucharistic ministers distributing the Body of Christ. (This continues to be confusing. We should develop a unified plan).

4.3.7 If a Host is dropped, simply pick it up; however, do not distribute it. Let the Minister of the Altar know that a host has been dropped. It should be placed in water to dissolve and the properly disposed by the priest or deacon.

5.2.2 At the start of Mass, go to the Ambo and say the following: "Welcome to St Norbert College Parish" and then "If you are able, please stand for the opening song found on your worship aid".

6.2.2 No movement when someone is speaking.

6.2.3 Everything for mass should be in place and prepared at least 15 minutes before mass begins. Please avoid any last minute rushing into the church to get something finished. We are trying to have the parish calm themselves to prepare for mass a few minutes before mass begins and having a minister rushing around is not helpful.

6.5.2 If a deacon is present, heDeacon will lay out the corporal. If not, you should lay out the corporal. Unfold in sections, as if confetti was inside it. Keep the corporal approximately 4-5 inches forward of the edge Altar (reason is the New Roman Missal will sit front and center).

6.5.3 Put the chalice and pacificator on the corporalDon't put anything on the corporal until Presider takes it. Nothing else should be placed on the corporal until after the receiving of the gifts.

6.5.4 Get the tray of cups and purificators from bell tower area.

6.5.5 Assist Deacon (if one is present) to place the cups with wine around the

6.8 During and fFollowing the Distribution of CommunionSign of Peace

- 6.8.1 Move to the Altar at the start so Mass is not delayed waiting for the Mass Assistant/Eucharistic Ministers to walk up to the Altar. If there is only one presider and no deacon, and the presider is distributing communion, the MA should stand by the altar and place the remaining Body of Christ into one ciborium that will go into the tabernacle. Once the priest has finished distributing communion, he can take over that role and place the ciborium back into the tabernacle. If there is a deacon or concelebrant, he should stand by the altar and receive the remaining Body of Christ.
- 6.8.2 Everyone consumes the remaining Precious Blood at back table (if uncomfortable consuming, alternative is to put remains into the sacrarium in vesting Sacristy and purify there prior to washing).
- 6.8.3 Help purify vessels after Communion.
- 6.8.4 Deacon or MA should fold the corporal while the priest (or deacon) is placing the remaining Body of Christ back into the tabernacle..
- 7.5 Minister of the Word (MW2) Considerations
  - 7.5.1 After your reading, carefully place the Lectionary book (closed) on the credence table directly in front of the ambo near the double doors of the church.
  - 7.5.2 Be alert to step in and read the Prayers of the Faithful if necessary.
- 8.2.2 Inspect the space for anything out of the ordinary (e.g. water leaks, refuse left behind, fallen leaves from plants, snow on any entrance ways). If something needs immediate attention, contact Campus Safety at 920-403-3260 SNC Facilities Management at 920-403-3255. If necessary, they will contact the facilities department.
- 8.4.2 After the presider has marked the New Roman Missal with the appropriate page markers/ribbons, place the either the New Roman Missal or the Presider's binder on the wooden table next to the Presider's chair (Presider's preference-best to ask/confirm). Please do not take the Missal into the church before the presider has the opportunity to make sure the pages that are needed are marked with a ribbon.
- 8.8 Preparations for a Baptism (This has all changed, if we are going to do this in church. Maybe Andrew can give instructions here).
  - 8.8.1 Light the Easter candle in the atrium using the long candle lighter. Note this can be a real challenge and may require the safe use of a short ladder from the supply room.
- 8.9 After the Mass
  - 8.9.1 The priest or deacon should have secured the tabernacle, but make sure. Secure (lock) the Tabernacle and return the key to the Sacristy.

### **Nancy Jakups edits on 9/16/17:**

5.2.2 - Norbertine College of Chaplains have asked that we not add the word family to our parish name. It should be simply, St Norbert College Parish. **Removed the word "family" in 5.2.2.**

8.9.4 - the exhibit vs picture is out of sequence. Should be exhibit K for this step, vs says L.  
**Note: There is no reference to Exhibit K – "Lectionary and Prayers of the Faithful on ambo in church" in the text. Is your preference to remove the photo labeled Exhibit K and re-sequence the remaining exhibits?**

Add softer elements here.

### **From Ministry Training on 04/02/2017:**

During the procession, Priest not bow to someone back. Come up farther, **bow** to Altar – **no edit made to SOP**

Readings; put USCCB on our web in Liturgy – **no edit made to SOP**

Petitions post to web by Wed – **no edit made to SOP**

All training material to web. Liturgy – **no edit made to SOP**

Note: picture of book, is available at church – **no edit made to SOP**

St. Norbert College Parish Page 37 of 38 Standard Operating Procedures

Notes: gift bearer, instruction to leave soon as presider moved up – no edit made to SOP  
Cup sign larger. (new one is good) – no edit made to SOP  
Concelebrant help distribute Eucharist distribution and cup. Ministers receive (as a church, we receive rather than taking) – no edit made to SOP  
Dcn hand each wine, start out front first so release them – no edit made to SOP  
Everyone moves as one. Flows together – no edit made to SOP  
Dcn will no longer distribute as cup/bread – no edit made to SOP  
Cup: the more space between cups the better – no edit made to SOP  
Presider or concelebrant stay at Altar and receive returning cups and plates (deacon will be purifying behind Wall) – no edit made to SOP  
Cups stay on corporal. Ordering larger corporal (Kerry) – no edit made to SOP  
Ministers of cups and plate wait for presider to empty plate, hand it back to minister, they walk it back to bell tower where deacon will purify. Go in on left (Boyle) and exit on right (Prior/river) side – no edit made to SOP  
Pause for 1 min – no edit made to SOP  
Cross bearer goes to get cross when music starts – this is already noted under 3.3.1  
Dcn. Book of Gospel off Ambo (Seamus & Matt) – no edit made to SOP  
Sound: leave on in gathering space. – no edit made to SOP  
Children: not before potions end, absolutely not once Priest begins Mass. offertory – no edit made to SOP  
Only 1 perfect Mass- when mistake happens flow through it. – no edit made to SOP  
Reader. Not 'ae' reading .. is 'a' (uh) reading – no edit made to SOP  
Integrate Fr Andrew outline into page 1 of outline – no edit made to SOP  
Usher, basket passing. Tip: odd number of rows, start on the outside of the row; even number of rows, start on the inside (aisle). No edit made to SOP.  
Make note: no intinction and not tongue. – theology (??) – no edit made to SOP  
Dress vs MA wear alb. – no edit made to SOP  
**From Dcn. Kevin DeCleene on 03/30/2017:**

#### **From Ministry Training on 04/04/2017:**

06/22/2017

Reading at the start of the training session.

READING 2 [1 COR 12:3B-7, 12-13](#)

---