

General Instructions for all Readers and Extraordinary Ministers

St. John the Baptist Parish

You should exercise only one ministry at a Mass:

- For example, if you are reading normally you should not be serving on the altar, ushering, singing in the choir or ministering at communion.
- Emergency situations always happen, but each minister should focus on only one ministry at one Mass.

Your clothing and dress should be appropriate for the occasion:

- Modest and in keeping with the dignity of the ministry.
- Never wear or do anything to draw attention to yourself at anytime.

Before each Mass you are ministering at:

- Arrive at least ten minutes early and ensure the sacristan knows you are present
- Retrieve a hymn book from where you will be sitting during the service
- Five minutes before each service the ministers gather for prayer in the narthex.
- Ministers who are not present for this meeting will be substituted for.

Ritual Action:

- If you are not carrying anything in procession, please have a hymn book in your hand and join in the processional chant/song
- Once you arrive at the front of the church, the ministers will split evenly and form a single line along the front step.
 - The reader carrying the Book of the Gospels will proceed through and priest celebrant will come up the center.
 - Take your cue from the priest celebrant and bow solemnly, usually from the waist. The priest celebrant will move up to the altar and you may move to your seats.
 - The readers will be seated in the sanctuary
 - The extraordinary ministers of Holy Communion will be seated in the congregation
- Unless seated in the sanctuary, ministers do not normally take part in the recession.

Making judgments:

- The various participants at Mass make a number of judgments based on local variations, liturgical theology, historical precedent, scriptural influence, cultural sensitivity, or common sense.
- While we might like to “have a rule” for everything, that is not possible within any community. If in doubt, ask the priest celebrant for guidance.

If you are unable to attend or fulfill your duties:

- If possible, make an effort to find a replacement.
- Ask your replacement to notify the sacristan that they are standing in for you.
- In an emergency, a substitute will be found if you are not at the prayer before Mass