

Summary of Guidelines for all Readers and Extraordinary Ministers St. John the Baptist Parish

In Preparation

- You should normally exercise only one ministry at a Mass.
- All ministers will meet in the narthex at least five minutes before each Mass.

In Procession

- Have a hymn book in your hand and join in the processional chant/song
- With the exception of the reader carrying the Book of the Gospels:
 - All others split and form a single line along the front step.
 - Take your cue from the priest celebrant and bow solemnly then move to your seats.
 - The readers will be seated in the sanctuary.
 - The extraordinary ministers of Holy Communion will be seated in the congregation

During the Readings

- At least one minute of authentic silence should be observed between the readings.
- About 15 seconds of silence follows the singing of the responsorial psalm.
- The reader / psalmist remains at the Ambo during this time.
- Both readers return to seats in the congregation once the gospel acclamation begins.

The Prayers of the Faithful

- The reader should be seated near the front with easy access to the Ambo.
- The reader should begin to move to the Ambo as the Creed is finishing.

For Communion

- The pyx kept in the tabernacle contains low-gluten or gluten-free hosts. The priest-celebrant normally has these with him.
- Avoid using the word “bless” when someone presents themselves. Consider simply tracing a cross on the forehead without saying anything.
- **All ciboria and chalices return to the altar.** Place them on the corporal to the side of the altar.
- You may consume what remains of the Precious Blood from your cup of distribution before placing it on the altar.
- Leave the sanctuary once your ministry is completed. Do not wait for others.

In Recession

- Only ministers who are in the sanctuary take part in the recession.
- The Lectionary or Book of the Gospels is not recessed.