

Liturgical Ministers -- JUNE 2017

EMs Ushers Altar Servers Environment Sacristans
AV Techs Lectors Greeters Music

Greetings in the name of our Lord Jesus Christ!

It's been nearly a year since my last letter, but it's been a wonderful year! And as a reminder that times flies, I realize I've been here at St. John XXIII over 2 ½ years!

Once again, there are some fine-tuning issues that need to be addressed. Ideally, bringing all Liturgical Ministers together would be the best method to update everyone on refinement of rubrics. So, we'll do our best here to bring everyone up to speed on any changes and/or reminders of our responsibilities.

First of all, check to make sure your contact info is current for our database. And thank you for understanding as we continue to work out the bugs in our scheduling process.

ALL MINISTERS!!:

Please make sure you are up to date with completing the Safe Environment Training required of **ALL** volunteers working in the parish *every 5 years*.

The free training is available as an Online course without having to attend in-person.

Go to www.ArchdioceseSantaFe.org and click on the "VIRTUS" link near the bottom left.

Overall:

These concerns come from Fr. Ark and Fr. Charles, especially to:

EMs and Altar Servers and Lectors and Ushers:

- There should be no congregating in the Sacristy or crowding the Sacristy door. Come to the Sacristy to prepare for Mass, then move our casual conversations to the cry room or the lobby.
- There should be no loud congregating at the Credence table at the back of the Church. If discussions need to take place regarding minister coordination, it should take place in the lobby. There is too much loud conversation and laughter while many come in to prepare for prayer/Mass. It also crowds the door as people are trying to enter.
- As warmer weather is approaching, please be more conscious of proper attire. Is what you're wearing a possible distraction? Will you have to keep "adjusting" your clothing? Is a "fashion statement" outside the church really proper for helping others direct their attention to the Eucharist?
- Being a Liturgical Minister is not a privilege, it is a calling and role that comes with responsibility and attentiveness. If you are unable to attend to your scheduled time, please do your best to find a substitute. Assuming "they'll just find someone" leaves other ministers scrambling at the last minute to find your replacement. ... By the same token, if you are not scheduled, it is always appreciated when you check-in before Mass to see if help is needed.
- Double-check that all items are ready at the altar. Too many times, Father is asking at the last minute to have items taken to the altar, candles need lighting, etc.
- EMs a/o Altar Servers: There are corporals on the banco that should be left. Read the sign on banco.
- Unfortunately, there are ministers who are "gulpers." When receiving the precious Blood, it is always a *simple sip* or touch to the lips. (Presiders have informed me that they have watched a select few who have taken as many as 2-3 full swallows.)

Important REMINDERS

After reviewing the proper rubrics, there are some very important issues *that need reviewing involving the Saturday/Sunday liturgies*. This involves Extraordinary Ministers of Holy Communion (EMs), Ushers, Choirs, AV Techs, and Presiders/Deacons.

- **EMs and Ushers:** Please review the **Communion Distribution Chart** *posted in the Sacristy* (also available on the website).

IMPORTANT: Music/singing begins as close to, or immediately following, the Presider receiving the Holy Eucharist. So, the Choir will receive Communion after all others have received.

EMs:

- **5:30pm, 7:30am, and 6pm** Masses: “Traveling” EMs should first go to those around the church who are unable to move. *Then come back to the Choir.* The **Choir Singers** will exit clockwise, while singing, to receive Communion. Then, if there are instrumentalists who are seated, take Communion directly to them since it is too difficult for them to leave their chairs.
- **9:00am and 11:30am** Masses: “Traveling” EMs should first go to those around the church who are unable to move. *Then assist the EMs at other stations to ease the flow.* The EMs stationed at the far East section of pews should stand and face East the entire time. DO NOT turn toward the Sacristy or back of the Church. (It confuses those in the center pews.) When you have finished that section, the Choir will exit clockwise, while singing, to receive. Then, if there are instrumentalists who are seated, take Communion directly to them since it is too difficult for them to leave their chairs.

USHERS:

- **5:30pm, 7:30am, and 6pm** Masses: Those seated in the far East section of pews should continue to be directed through the pews to the CENTER AISLE. The Choir will receive from the “Traveling” EMs *after* they have taken Communion to those unable to come forward.
- **9:00am and 11:30am** Masses: “Traveling” EMs will first go to those around the church to those who are unable to come forward. The EMs stationed at the far East section of pews will stand and face East the entire time. **PLEASE: DO NOT direct people from the center section to the East ministers!** (It causes confusion and backups.)

AV Techs:

- Are you aware of anyone who may be interested in becoming an AV Tech? I’ll do my best to enhance our recruiting efforts. In the meantime, *please check the schedule each week*; if you see that only one Tech is scheduled, please don’t assume “they can handle it.” There have been times that special camera work or extra videos have been prepared and it can become confusing for just one person to handle. Just as in any other Liturgical Ministry, our skills may be needed beyond what is scheduled.
- Be sure to check the bulletin board in the booth regularly for upcoming Masses and events that need Techs.

Let us continue to do our best to operate with proper liturgical correctness and continue to set an example of Vatican II Liturgies. I’m sorry I could not address ALL Liturgical Ministries in this letter, but know that my availability and support are always there for you.

Even with all this refining, I can’t thank you enough for the dedication and care you give to each of your ministries! ... Remember: *Purpose Over Preference!*

In Christ, Steve Herrera

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