



ST. FRANCIS OF ASSISI
CATHOLIC CHURCH

Office of Liturgy & Stewardship

To: All Liturgical Ministers

From: Fr. Victor & Deacon Phil

RE: Updating/Correcting Liturgical Practices

Date: July 2025

Background

“The celebration of Mass, as the action of Christ and of the People of God arrayed hierarchically, is the center of the whole of Christian life for the Church both universal and local, as well as for each of the faithful individually. For in it is found the high point both of the action by which God sanctifies the world in Christ and of the worship that the human race offers to the Father, adoring him through Christ, the Son of God, in the Holy Spirit...It is, therefore, of the greatest importance that the celebration of the Mass of the Lord's Supper be so ordered that the sacred ministers and the faithful taking part in it, according to the state proper to each, may draw from it more abundantly those fruits, to obtain which, Christ the Lord instituted the Eucharistic Sacrifice of his Body and Blood and entrusted it as the memorial of his Passion and Resurrection to the Church, his beloved Bride.” [GIRM 16,17]

In the General Instruction of the Roman Missal (GIRM), the Church provides specific guidance for celebrating the Holy Sacrifice of the Mass. In addition, *“the Diocesan Bishop, the prime steward of the mysteries of God in the particular Church entrusted to his care, is the moderator, promoter, and guardian of the whole liturgical life”* [GIRM 22]. In that capacity, Bishop Cary has established certain Diocesan Norms for Mass celebrated in the Diocese of Baker.

This document corrects, revises, updates, and confirms the Liturgical Norms of our parish to fully align with the GIRM and the Diocesan Norms and to ensure that our service at the Altar of the Lord is performed with the utmost reverence. All Liturgical Ministers in the parish are expected to follow the procedures detailed herein and to view the Diocese of Baker's **Full Instruction for Mass Video** (run time 28:30) which can be accessed at this address:

<https://vimeo.com/727860793>

Note that this document is intended only to highlight changed and refresh lapsed liturgical practices. It is not intended to be a complete guide to any ministry.

General Information

- A. No artificial plants or flowers are to be placed in the Sanctuary. Only living plants, fresh cut flowers, or fresh cut trees (at Christmas Time) may be used.
- B. No tablecloth is to be placed on the credence table.
- C. The monstrance, when brought to the credence table before Mass, when brought to the altar at the end of Mass, when removed from the altar after Adoration, and when replaced in the sacristy, should be handled with a purificator. The sacristan or acolyte handling it should unfold a clean purificator for this purpose. The same purificator can be used for handling the monstrance throughout the day (folding it between uses).
- D. If there are no candles in the Entrance Procession due to an insufficient number of altar servers and acolytes (fewer than three), there will be no Gospel procession. In this case, the processional candles would not be lit for Mass and Gospel Book will not be used (instead, the priest or deacon will proclaim the Gospel from the Lectionary).
- E. When there are candles in the procession, they are placed on the credence table side of the sanctuary and the candle bearers remain on that side. The processional cross is placed on the presider's chair side of the sanctuary and the cross bearer remains on that side. The cross bearer also holds the book for the presider for the Introductory Rites and the Prayer after Communion.
- F. At the presentation of the gifts, the presider is joined by the deacon (or acolyte in the absence of a deacon) to receive the gifts, with the deacon (or acolyte) taking the wine. At a Mass with a collection, the presider and deacon (or acolyte) are joined by an acolyte, with the acolyte taking the monetary offering.
- G. The Gospel Acclamation (Alleluia) begins when the presider stands for the Gospel (not before). In a Mass with a deacon, this is after the deacon receives the blessing.
- H. For the Gospel Procession, the candle bearers retrieve the candles, then move to the front of the altar, facing the altar, side-by-side. When the deacon or priest comes around the altar with the Gospel Book they turn and lead him, side-by-side.
- I. Ministers must avoid rushing in the Sanctuary. Walk deliberately and reverently, never rushed.
- J. Only the priest may go to the tabernacle to get more consecrated hosts during communion or to put the remaining consecrated hosts away after communion.
- K. After Communion, when the priest is consolidating the remaining Hosts and reposing the Blessed Sacrament in the tabernacle, all activity should be paused, and all attention should be on the Blessed Sacrament. Once the Blessed Sacrament has been placed in the tabernacle and the tabernacle door is closed, ministers in the sanctuary should resume the activity they paused (if any).

- L. There is no multitasking in Sacred Liturgy; do one thing at a time. For example, we would first remove the Gospel Book holder from the altar, then bring the veiled chalice, rather than bringing the veiled chalice, then taking the burse and veil away along with the Gospel Book holder.
- M. When the Blessed Sacrament is exposed at the end of Mass for Adoration or Benediction, “*O Salutaris*” begins when the Luna is placed in the monstrance; not before, and not after.
- N. Any time the tabernacle is opened outside of Mass, the bell should be rung first. The person opening the tabernacle should then announce, “Please kneel.”

Sacristans

- A. When bringing the monstrance out for Adoration (Daily Mass), use an unfolded purificator to prevent your fingers from touching the monstrance directly. After placing the monstrance on the credence table, fold the purificator and place it at the base of the monstrance for future use.
- B. Before putting the hosts out for Mass, check the tabernacle to determine how many reserved hosts there are. If the ciborium in the tabernacle is more than half full, reduce the number of hosts put out for the Mass in order that the reserved hosts can be used for Communion and thus decreased in number. Remember to ring the bell and announce “please kneel” before opening the tabernacle.
- C. The wine cruet is to be filled up to the neck. The priest or deacon will pour what he needs from it. After the last Mass of the day, whatever has not been used should be poured back into the bottle (*note: only unconsecrated wine in the cruet should be poured back into the bottle; never pour the consecrated Blood of Christ from a cup or chalice back into the bottle*).
- D. The sacristan is responsible for assigning stations to Extraordinary Ministers of Holy Communion.

Acolytes

- A. Acolytes should review Bishop Cary’s training video at this address: <https://vimeo.com/723614416>
- B. The Book of the Chair (Excerpts from the Roman Missal) is to be placed near the presider’s chair prior to Mass. At Daily Mass, it should be placed on the podium, at Sunday Mass, and Acolyte of Altar Server will hold the Book for Father.
- C. The large Roman Missal should be placed on or near the credence table before Mass, to be brought to the altar after it has been set by the deacon or presider.
- D. If there are no candles in the Entrance Procession due to an insufficient number of altar servers and acolytes (fewer than three), there will be no Gospel procession. In this case, the processional candles would not be lit for Mass and Gospel Book would

not be used and will not be used (instead, the priest or deacon will proclaim the Gospel from the Lectionary).

- E. When there are candles in the procession, they are placed on the credence table side of the sanctuary and the candle bearers remain on that side. The processional cross is placed on the presider's chair side of the sanctuary and the cross bearer remains on that side. The cross bearer also holds the book for the presider for the Introductory Rites and the Prayer after Communion.
- F. For the Gospel Procession, the candle bearers retrieve the candles, then move to the front of the altar, facing the altar, side-by-side. When the deacon or priest comes around the altar with the Gospel Book they turn and lead him, side-by-side.
- G. If the Gospel Book is used, the acolyte removes the Gospel Book stand from the altar after the General Intercessions are read.
- H. Once the altar has been cleared, the acolyte places the veiled chalice in the center of the altar. The presider and deacon remain in their seats. Once the veiled chalice is placed upon the altar, the deacon (or presider in the absence of the deacon) goes to the altar and sets it in the usual manner, with the acolyte taking the burse and veil to the credence table.
- I. Once the altar is set, the acolyte brings the Roman Missal to the deacon (or presider in the absence of a deacon), who places it upon the corporal, opened to the Liturgy of the Eucharist.
- J. When the presider goes to receive the gifts, he is joined by the deacon (or acolyte in the absence of a deacon), who receives the wine from the presider. At a Mass with a collection, the presider and deacon (or acolyte) are joined by an acolyte, with the acolyte taking the monetary offering. When the acolyte receives the monetary offering, he should immediately take it to its place at the end of the altar.
- K. If there are only two acolytes and no altar servers, the acolyte who received the monetary offering should move to the credence table side to assist there after placing the basket, going in front of the altar and pausing to bow as he passes. He returns to the presider's chair side of the sanctuary in the same way after Communion.
- L. The deacon will hand the wine to an acolyte near the altar, who will take it to the credence table and retrieve the cups and purificators (if there is no deacon, the acolytes who received the wine takes it to the credence table and retrieves the cups and purificators). After the presider has placed the bread upon the corporal, the acolyte gives the communion cups with their purificators to the deacon (or presider in the absence of a deacon).
- M. After the cups and purificators are given to the deacon or priest, the altar server(s) or acolyte(s) bring the wine and water to the altar for the preparation of the chalice.

- N. After the Fraction Rite, the Roman Missal is removed from the altar. The presider will hand the Roman Missal to the acolyte or altar server, who will place it on or near the credence table.
- O. While the presider is distributing the Sacred Hosts to the ciboria, the acolyte should unfold a corporal on the credence table upon which the sacred vessels are to be placed after communion (*nothing other than the sacred vessels containing the Body and Blood of Christ is to be placed upon the corporal*). The priest or deacon will purify the main ciborium and chalice on the altar. The other sacred vessels should be purified by an acolyte after Mass.
- P. Altar servers should receive communion before they get their patens.
- Q. During Communion, if an acolyte runs out of the Sacred Body, he should go to the priest to get more. It will be necessary to speak to him (quietly) to let him know you need more.
- R. After Communion, when the priest is consolidating the remaining Hosts and reposing the Blessed Sacrament in the tabernacle, all activity should be paused, and all attention should be on the Blessed Sacrament. Once the Blessed Sacrament has been placed in the tabernacle and the tabernacle door is closed, ministers in the sanctuary should genuflect along with the priest, then resume the activity they paused (if any).
- S. **Daily Mass Only:** After Communion, when the deacon or priest has veiled the chalice and the acolyte has returned the veiled chalice to the credence table, the acolyte brings the monstrance corporal to the altar and unfolds it (with the cross on the tabernacle side of the altar). He then brings the monstrance to the altar (using a purificator to hold the monstrance) and places it in the center of the monstrance corporal. The monstrance should be placed perpendicular to the people and opened.

Lectors

- A. Lectors should review Bishop Cary's training video at this address: <https://vimeo.com/723069743>
- B. There are to be no pre-Mass announcements.
- C. If there is no Gospel Book in the Entrance Procession due to an insufficient number of candle bearers or for any other reason, the lectors will not participate in the Entrance Procession or in the Exit Procession.
- D. The lector should not be at the ambo while the Gospel Acclamation (*Alleluia!*) is being sung.
- E. At the Historic Church, the lector enters the sanctuary through the center, pausing to bow to the altar before they enter, and proceed to the ambo by walking in front and around it, not by passing between the ambo and the altar. After the reading is proclaimed or the General Intercessions are concluded, the lector leaves the ambo

by going around and in front of it, not by passing between the ambo and the altar, and exits the sanctuary through the center, turning and bowing to the altar after exiting.

- F. The end-of-Mass announcements are not to be read from the ambo. In the 27th Street Church, they are read from the platform in front of the organ. In the Historic Church, they are read from the south end of the Sanctuary, near the piano.
- G. At the Historic Church, the lector who reads the after-Mass announcements should sit on the right side (as you face the sanctuary) to avoid crossing to get to the microphone. For the announcements, the lector does not enter the sanctuary in the center as for the Liturgy of the Word, rather enter at the end of the communion rail near the piano.
- H. In the 27th Street Church, the lector reading the announcements should take a seat in a pew or chair near the announcement microphone after receiving Communion. After making the announcements, he or she should return to their pew in the front and center. In the Historic Church, the lector reading the announcements should wait until the presider says, “please be seated for the announcements” (or words to that effect) before moving to the announcement microphone.

Extraordinary Ministers of Holy Communion

- A. Extraordinary Ministers of Holy Communion should review Bishop Cary’s training video at this address: <https://vimeo.com/723057225>
- B. Extraordinary Ministers must know in advance which station they are assigned; check in with the Sacristan before Mass to get the assignment. *There should be no discussion in the sanctuary for this or any other purpose.*
- C. If another minister inadvertently goes to your assigned station, simply note which station is open and take that one.
- D. Extraordinary Ministers must be seated near the Sanctuary, in the first few pews on the wing sections on the same side of the sanctuary where they are serving, so that they may enter the Sanctuary without delay for Communion and have no need to cross the sanctuary.
- E. As soon as the presider has placed the chalice back on the altar after consuming the Precious Blood of Christ, Extraordinary Ministers should proceed to the Sanctuary without delay (but not in a rush) and line up in a reverent and orderly fashion to receive Communion. They should not wait for the deacon to receive before coming up. Ministers should bow before entering the Sanctuary, but there is no need to coordinate movement.
- F. The acolytes should take their place in the center, with the ministers of Precious Blood next to them, flanked by the ministers of the Sacred Body, with the altar servers on the ends.

- G. The presider or deacon will give the purificator to the minister of the Precious Blood (who is standing next to the acolyte) when he presents to Blood of Christ to them. Ministers of the Precious Blood must receive the Precious Blood before ministering the Precious Blood to anyone else.
- H. If a minister does not wish to receive the Precious Blood, he or she should cross their arms over their chest to indicate so. Do not waive off the Precious Blood. *(note: Ministers of the Precious Blood must receive of the Precious Blood).*
- I. If a minister of the Sacred Body runs out, he or she should go to the priest to get more. It will be necessary to speak to him (quietly) to let him know you need more.
- J. If a person approaches the Extraordinary Minister with arms crossed over their chest, offer them a Christian Greeting. If the person is a child, simply lay your hand on their head for a moment. If the person is an adult or adolescent, touch their shoulder and say, “**Grace to you and peace from Christ Jesus.**” It is very important that the Sacred Host is not in your hand while doing this.
- K. If a minister of the Precious Blood runs out, he or she should take the cup to the credence table and place it on the corporal with the purificator draped over to top (not stuffed inside).
- L. If, at the end of communion a minister of the Precious Blood still has some of the Precious Blood in the cup, he or she should take the cup to the altar and place it on the corporal for the priest to consume, placing the purificator next to it.
- M. At the end of Communion, the ministers of the Sacred Body bring their ciboria to the altar and place them on the corporal, unless there are no Sacred Hosts left in the ciborium, in which case it should be taken to the credence table and placed on the corporal there.
- N. If it is necessary for an Extraordinary Minister to cross the Sanctuary to place a sacred vessel on the credence table or to return to your seat after doing so, the minister should cross in front of the altar, pausing to bow as he or she passes.
- O. If an Extraordinary Minister is still in the Sanctuary when the priest begins consolidating the remaining Hosts, he or she should stand, with attention on the Blessed Sacrament (not directly in front of the altar), until the Blessed Sacrament is reposed in the tabernacle. Once the Blessed Sacrament is reposed and the tabernacle is closed, he or she should genuflect along with the priest and return to their seat.