

## FUNERAL MINISTRY

Adults can perform Works of Mercy by serving in one or more capacities at parish funerals, usually held on weekday mornings:

ADULT ALTAR SERVERS  
READERS/EMHCs  
CHOIR MEMBERS  
HOSPITALITY MINISTERS  
LUNCHEON HELPERS



## Sacred Heart Cathedral Parish

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## SACRED HEART PARISH MASS MINISTRY



## Eligibility

**YOUTH ALTAR SERVERS:**  
3rd Grade and Up

**ADULT FUNERAL SERVERS:**  
18 and Older

**EXTRAORDINARY MINISTERS OF  
HOLY COMMUNION:**  
Confirmed Parishioners 16 and Older

**READERS/LECTORS:**  
16 and Older

**HOSPITALITY MINISTERS:**  
HS/College Students & Adults

### MASS MINISTRY TRAINING:

Deacon Dan Huber  
[huberd@diodav.org](mailto:huberd@diodav.org)

### MASS MINISTRY SCHEDULING:

Terry Ratcliff  
[davsacredheartcomm@gmail.com](mailto:davsacredheartcomm@gmail.com)

### FUNERAL MINISTRY VOLUNTEERS

ADULT ALTAR SERVERS:  
SH Office Assistant  
[davsacredheart@diodav.org](mailto:davsacredheart@diodav.org)

HOSPITALITY MINISTERS  
Terry Ratcliff  
[davsacredheartcomm@gmail.com](mailto:davsacredheartcomm@gmail.com)

LUNCHEON HELPERS  
Laurie Bribriesco  
[lbribriesco@gmail.com](mailto:lbribriesco@gmail.com)

- EXTRAORDINARY MINISTERS OF HOLY COMMUNION (EMHCs)
- READERS/LECTORS
- HOSPITALITY MINISTERS (HMs)
- ALTAR SERVERS
- FUNERAL MINISTRY

## EMHCs/READERS



Usually, six EMHCs are assigned to assist the Presider and Deacon at the 4:00 pm and 9:00 am Masses (total of 8 stations).

Two EMHCs are assigned to the 7:15 am Mass.

EMHCs are asked to sign in at the Sacristy when they arrive for Mass.

Assigned ministers come forward during the "Lamb of God" and wait at the foot of the Sanctuary steps until the Presider has consumed the Bread. They then come up the steps and line up on the far side of the altar.

Each minister will be assigned a station (4 Bread/4 Wine). As communicants approach, they will proclaim either "Body of Christ" or "Blood of Christ"

When all communicants have been through the line, remaining hosts/wine will be returned to the Credence Table by one lay EMHC on each side of the church as directed by the Deacon.

EMHCs will bow in reverence to the altar before returning to pews.

**IMPORTANT:** The first four ministers on the schedule for any given Mass are responsible for cleaning the vessels after Mass per instructions given by the Deacon.

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Two Readers are assigned to 4:00 pm and 9:00 am Masses; One Reader is assigned to the 7:15 am. Readers are asked to research their assigned readings and practice prior to Mass. Readings and practice audio files may be found at the USCCB website: <http://www.usccb.org/bible/readings>

All Readers sign in at the Sacristy before Mass.

First Reader approaches the ambo after the Opening Prayer, bows in reverence to the altar, proclaims the Word and bows again before returning to their pew.

Second Reader approaches the ambo after the Psalm, bows in reverence to the altar, proclaims the Word, returns the Lectionary to the left bracket inside the ambo and bows again before returning to their pew.



## HOSPITALITY MINISTERS (HMs)

HMs are assigned to the Porte-Cochere, East Entrance, and 10<sup>th</sup> Street Vestibule.

HMs are asked to wear business attire and a personalized badge (found in the Sacristy).

HMs sign in at the Sacristy and report to assigned entrances at least 20 minutes before Mass begins.

Primary responsibility is to greet everyone as they arrive for Mass and assist with any special needs, e.g. helping elderly/handicapped out of their vehicles, opening doors, etc.

The Lead HM will ask 4 ministers to help with the collection (optional). They will report to the back of church during the Prayers of the Faithful.

Ministers will return to the doors at the beginning of the Recessional Hymn to pass out bulletins, help with doors, thank everyone for coming and/or wish them a good day, etc.

HMs may be asked to act as Ushers to help people find seats when the church is full (i.e. Christmas/Easter).

HMs may also be asked to pass out worship aids/candles/song sheets for special liturgies.

HMs are always needed for Funeral Masses, usually held on a weekday morning. Sometimes HMs are needed for Visitations held in the Gathering Space prior to Mass.



## ALTAR SERVERS



Altar Servers assist the Presider during Mass by doing one or more of the following:

- Carrying the crucifix, candle or thurifer during the Processional and Recessional.
  - Holding the Missal for the Presider during the Opening and Recessional Rites.
  - Carrying a thurifer alongside the Book of the Gospels around the altar to the ambo and keeping the thurifer near the Book as the Gospel is proclaimed.
  - Bringing the finger bowl and towel from the Credence Table to the Presider during the Liturgy of the Eucharist.
  - Ringing the altar bells during the Consecration.
  - Distributing children's bulletins at the steps of the Sanctuary after Mass announcements.
- Adult Servers at Funeral Masses will also assist with Incensing.

Bishop's Servers, selected by the Deacon, will take on additional duties and be trained in advance of liturgies where the Bishop presides.