

General Guidelines for Liturgical Ministers at Mass

1. **Scheduling** - The various liturgical coordinators schedule altar servers, lectors, lead extraordinary ministers of Holy Communion, and mass coordinators on a continuous rotation. Coordinators are to post the schedules on the respective ministry bulletin board at least two weeks before the current schedule ends. Coordinators are to email the ministry schedule to those ministers who have provided an email address. These schedules may also be found on the parish website: <http://www.olmc.org/>

The usher coordinator assigns ministers to one of two teams for each liturgy. The A team serves the first two Sundays of the month, while the B team serves all remaining Sundays of the month.

Non-lead extraordinary ministers of Holy Communion can attend any liturgy.

2. **Dress and Appearance** - General appearance, apparel, and accessories worn during the liturgy should reflect the dignity of the role of one called upon to assist in the sacred liturgy. Accordingly, liturgical ministers should dress nicely and modestly. Business casual attire (dress pants, slacks, or skirts with dress shirts or tops, conservative dresses) is always preferred. Dress shoes should be the footwear of choice. Nothing a minister wears should distract from the community's prayer. Shorts, jeans, and similar casual attire are never appropriate. Please remember that coordinators are often in need of last minute substitutes. Proper dress and appearance whenever one attends liturgy is an important commitment of a liturgical minister.
3. **Arrival Promptness & Check In** – Most liturgical ministers should arrive at church no later than 15 minutes prior to the start of liturgy. Mass coordinators and other lead liturgical ministers should arrive at least 30 minutes in advance. Altar servers, lectors, lead ushers, and lead extraordinary ministers of Holy Communion are to **check in with the mass coordinator**. If you are late, please understand that the mass coordinator may have already found a replacement for you. Non-lead ushers and Non-lead extraordinary ministers of Holy Communion are to check in with their ministry lead.

If involved in more than one ministry, the minister should serve in only one of those ministries at any given celebration.

4. **Absences and Substitutes** - When you know in advance that you will be absent, the preference is that you arrange a substitute. At the very least, inform your ministry coordinator ahead of time so they can plan for your absence. When a substitution occurs, please either update the ministry schedule posted on the bulletin board or notify the liturgy coordinator at jhall@olmc.org.
5. **Prayer before liturgy** - The presider and liturgical ministers gather in front of the ceremonial doors five minutes before the start of liturgy for prayer. As liturgical ministers, much of our focus is on tasks and procedures that are important to the liturgical celebration but potentially can distract from our own worship. This time of prayer can help us to re-focus our mind and heart on the presence of Jesus in the liturgy: in the person of his minister, the priest; in his word, the holy Scriptures proclaimed; in the elements of bread and wine, the Eucharist; and in those gathered in his name, the assembly.