



# ST. MARY MAGDALENE CATHOLIC COMMUNITY

Serving the Needs of God's People Since 1949

*Serving*

## Liturgical Minister Procedures During Pandemic

All liturgical ministers are asked to abide by the social distancing and personal protection directives with which we have all become familiar. **Whether or not you are scheduled to minister at Mass, if you are exhibiting any symptoms of illness or have a temperature above 100.4°F, please stay home.** We are utilizing MSP for scheduling and sub requests as in the past. However, **if you are unable to serve when scheduled and have been unable to secure a sub, please text Mary Hrich (216-906-2325)** so that we can make arrangements accordingly.

Abiding by the directives, we are trying to minimize the number of people touching items. Therefore, we are using disposable copies of readings instead of the Lectionary, and sacred vessels remain in the sanctuary after Mass until Father retrieves them to wash them. In addition, procession/recession are simple – presider (and deacon, if he is assisting) only – and we are employing an orderly dismissal process to best implement social distancing. For now, the gathering of ministers around the piano for prayer prior to the start of Mass is suspended.

### Lectors

- During this time when congregational singing is restricted, you are asked to proclaim the Responsorial Psalm in addition to the First Reading and Second Reading. Father (or the deacon, if assisting) will proclaim the Universal Prayer.
- Disposable copies of the readings will be provided, so there is no need to use any books at Mass. Please prepare at home using your *Lector Workbook*, and then the copies of readings will be on the piano prior to Mass.
- After the Opening Prayer, proceed to the Ambo (reverencing the altar if you pass in front of it), and then remove your mask once at the Ambo.
- At the end of the First Reading, after the assembly responds “thanks be to God”, take a breath and then proclaim the response (no need to announce anything). After you proclaim the response, gesture with your arm so folks repeat it, then continue. Use the same gesture at the end of each stanza when it is time for the assembly to respond. At the end of the Responsorial Psalm, take a breath and then proclaim the Second Reading.
- Once you are done reading, replace your mask and take your readings with you. This copy is yours to keep (or pitch).

## Extraordinary Ministers of Holy Communion

- During the Our Father, please retrieve the reserved ciborium from the tabernacle. Hand it to Father when he's ready for it, and then remain in the sanctuary to the left of the altar (ground level).
- After you receive Communion, lower your mask to consume (best practice is to remove off of one ear), replace your mask, and then use hand sanitizer prior to distributing Eucharist.
- Father will distribute to the center section and the Gathering Area side. Please serve the Chapel side, and then help Father with the Gathering Area side if you finish before he does.
- We suggest you place Eucharist on the communicant's hand without touching them. As you distribute, an usher will remain near you with a bottle of hand sanitizer. In case of incidental contact, utilize as needed.

*Note – out of pastoral concern, we have asked the assembly to receive in their hand or, if they feel they must receive on the tongue, to receive from Father.*

- Once all have received Communion, please wait in the sanctuary to receive the ciborium from Father and repose it in the tabernacle.

## Scheduling

Please note that we use Ministry Scheduler Pro (MSP) for scheduling liturgical ministers. To update your profile, log into the web terminal:

<https://secure.rotundasoftware.com/p/web-terminal/login/SMMWillowick>

Once logged in, you can change mass time preferences, indicate availability, modify the timing of reminder emails, respond to sub requests, etc. There is also a link to the MSP login page on the St. Mary Magdalene website: [www.smmwillowick.org](http://www.smmwillowick.org) (click the button for Liturgical Ministry).

## THANK YOU!!

You are the leaders of our worship, and others look to you for example. Thank you for your cooperation, your support, your faithfulness, and your ministry. If you have any questions about these procedures – or suggestions to make your ministry more fruitful – please do not hesitate to contact Mary Hrich, Director of Liturgy and Music at 440-854-6015 or [music@smmwillowick.org](mailto:music@smmwillowick.org). We're all in this together!