

## Altar Minister Guidelines

### Before Mass:

- Arrive 30 minutes before Mass.
- Pray~
- Sign in by writing your name on your communion station on the diagram on the Ministry Bulletin Board in the coatrack area.
- **Monitor all sign-ins; including Lectors.**
- Make sure there are enough Extraordinary Eucharistic Ministers. If necessary, recruit EMs at ten minutes to Mass. **Please do not ask a minister to help if that minister already has a ministry for that day.**
- *Inform Nick Coffman or the liturgy coordinator if any ministries are in need of someone.*

### During Mass:

At this time, you do not need to bring anything forward to the Altar unless specifically asked. I will keep you informed!

- **The Our Father:** When we finish the Our Father with: **“For the kingdom, the power, and the glory are yours now and for ever,”** leave your pew and go to the credence table where the bowls are.
- **Sign of Peace:** When the Presider/Deacon says: **“Let us offer each other a sign of peace,”** take the bowls from the credence table and set them up on the altar.
  - Three Communion Bowls
    - Approach the back of the Altar together and walk up the steps. **There is no need to bow.** If Fr. Greg is at the altar and/or the Deacon, walk up the sides of the altar and place the bowls on the altar.
    - Place bowls on the Altar, remove the cloths and take the cloths to the credence table. You do not need to fold the cloths at the altar, simply place them on the credence table.
    - When the music for the Lamb of God begins, go to your communion station. The other ministers are waiting for you to get in place.
    - The Altar Minister is also a Plate Minister at each Mass. This Altar Minister will help distribute the bowls (ask before Mass how this looks).
    - If there is no Deacon serving with Fr., The EAM’s will help distribute the Consecrated Hosts evenly into the three gold bowls.
- **At the end of Communion:**
  - After all Plate Ministers have returned all remaining hosts to the credence table, the Altar Minister ensures that the choir receives communion (deacon most often will do this).
  - Then the Altar will proceed to the tabernacle with the collected hosts in the ciborium as we currently practice at every Mass.