

Procedure for Sunday Masses at the Cathedral



Timekeeping	<p>Arrive at Mass at least 10 minutes before Mass starts if you are on the rota. Please Inform your Mass co-ordinator or Kate Ollivere of any absences in advance.</p> <p>If possible, check with the co-ordinator if extra help is required, even if you are not on the rota.</p>
Preparation	<p>The co-ordinator (or another minister) will confirm the number of ministers required with the senior server or the Priest. If there is a visiting Priest concelebrating, clarify with the senior server or the Priest who will do what on the Sanctuary.</p> <p>When the Priest nears the end of the Eucharistic Prayer (“Through Him, with Him, in Him...”) put your scapular on and prepare to walk to the Blessed Sacrament Chapel after the acolytes. Check each other’s scapulars – they should be straight when you walk up!</p>
In the Blessed Sacrament Chapel	<p>The First Minister goes to the Altar to get the Ciborium, only purify your fingers in the bowl on the right hand side if you know you will be distributing the Host.</p> <p>Only the person opening the Tabernacle will genuflect, other ministers who wait in front of the pews will bow. This is because not everybody is able to genuflect and get up comfortably, and consistency helps us to concentrate better on what we do.</p> <p>All ministers walk to the gate of the Chapel and wait until the Priest has received Communion. A server rings a bell to indicate that the ministers can approach the Sanctuary.</p>
On the Sanctuary	<p>The First Minister places the Ciborium on the Altar on the Priest’s right hand side, leaves the Tabernacle key on the Altar, and joins the others in the middle.</p> <p>All Extraordinary Ministers stand behind the second white ‘line’ and receive Communion in both kinds from the Priest.</p> <p>When there are four ministers distributing the Chalice, the two next to the minister in the middle turn around and serve the choir and the servers, together with a Priest/ Deacon/ First Minister distributing the Host.</p> <p>One minister on each far side follows the Priest down using the side steps and stands near the pillar with their Chalice.</p> <p>When the choir and servers have received Communion, the First Minister joins the Priest in the middle and the other two use the side steps to join the ministers near the pillars.</p>

<p>At the front of the Sanctuary</p>	<p>When standing at the front of the sanctuary, remember to leave enough space for wheelchairs and people who do not wish to receive the Chalice, so they can return to their seats easily, to avoid queues building up.</p> <p>Be aware of parishioners who are not able to walk to the Sanctuary to receive communion. Vergers will usually guide you to them.</p> <p>Maintain eye contact with other ministers to ensure everything is running smoothly, for instance if one of you runs out of Precious Blood. In that case, cover your Chalice with the purifier and place your hand on top of it to indicate it is empty.</p> <p>The First Minister will return their Ciborium to the Altar when all parishioners on that side of the central aisle have received Communion. They do not need to wait for the Priest if he is still giving out Communion, for example in the transept. The minister will then have their fingers washed, and step back to wait for the Senior Server to give them the tray with the vessels to take it to St Hugh's Chapel and to stand guard until the Priest returns to purify them.</p> <p>The four ministers with Chalices wait for the Priest to get back onto the Sanctuary area. The Ministers on the Derby Road side wait until the two near the font start moving towards them, to indicate they are all ready to walk to the St Hugh Chapel using the ramp near the organ.</p> <p>Please note: when you are carrying a Chalice or a tray, you do not bow to the Altar. You are part of a procession and carrying vessels containing Holy Communion.</p>
<p>At St Hugh Chapel</p>	<p>Place the Chalice in the middle of the Altar, the purifier on the Chalice (taking care not to let it fall into the Chalice however!) and return to your seat. Watch out for the Ciborium being returned to the Blessed Sacrament Chapel – stop and let the Priest go first.</p> <p>The First Minister stays behind to guard the vessels until the Priest returns to purify them after Mass. The minister then takes the vessels and linen to the Sacristy and puts them in their appropriate places.</p> <p>Sometimes when there is too much Precious Blood the Priest may ask you to consume some of it. In this case it is permitted but usually the Priest will consume any that is left.</p> <p>There may be slight variations of this procedure, for example, when only two ministers are in attendance (<i>Saturday Vigil or Sunday 8am Mass</i>), or when the Priest asks us to purify the vessels at the end of Mass. Keep your eyes open and concentrate on the task in hand!</p>