

Parish of St Mary & St Joseph, Aire Valley
Re-commissioning of Ministers – 26 February 2012

Some points of protocol were re-confirmed and revised where necessary to ensure a dignified and consistent approach to the various parts of the liturgy.

Readers' Ministry

- Readers are asked to read through their reading in advance and check any difficult pronunciations with Fr Sean. If there is an alternative form (eg a shorter form) check with Fr Sean which one is to be read.
- The preference is for 2 readers – one for the first and second readings and one for the Psalm and Bidding Prayers. If there is a cantor, the Psalm should be sung.
- The person reading the Bidding Prayers should collect the prayers from the lectern before Mass and read through them. At the Saturday evening Mass at Bingley, please leave the Bidding Prayers on the lectern ready for the Sunday Mass.
- Both readers (and cantor) should come forward together to the altar, bow and walk to the lectern.
 - **Please ensure that the microphone is in the correct position so that you can be heard.**
- Please do not announce "first (or second) reading".
- Readers should check with the organist whether the Gospel Acclamation is to be sung.
- Introduce the Gospel by saying "Please stand to greet the Gospel". If it is to be sung, the reader should then return to their place. If spoken, the reader will return immediately after the closing verse (eg Alleluia).
- For the Bidding Prayers the reader should come to the lectern towards the end of the Creed.
- If the reader for any particular week would like to write the Bidding Prayers, these should be emailed to Fr Sean, or posted through his letterbox, by Friday so that they can be printed for each Mass.
- If readers know that they are going to be absent, it would be helpful if they would contact either the person responsible for the rota, or the other reader for that week.

Eucharistic Ministry

- Approach the altar immediately after the Sign of Peace, as the **Lamb of God begins**; form a line, bow and move to the appropriate side of the altar.
- For anyone who is not receiving Communion the minister places a hand on their head and says "May Almighty God bless you."

Bingley	Cottingley
3 Ministers	3 ministers
Go behind the arch to take up position with the chalices	If you are to the left of the altar walk behind the lectern to take up position with the chalice.
The minister distributing the hosts to return to the altar with the ciborium, Fr Sean will put all remaining hosts into it and both to genuflect . The minister will return the ciborium to the tabernacle	The minister distributing the host to return to the altar with the ciborium, Fr Sean will put all remaining hosts into it and both to genuflect . Fr Sean will return the ciborium to the tabernacle and the Minister should wait at the table with the other ministers.
Purification of chalices to be done immediately after distribution of communion	Purification of chalices to be done immediately after distribution of communion.
Ministers go back through the arch, bow together to the altar and return to their places.	Ministers form a line in front of the altar, bow and return to their places.

Rotas

- Cottingley - Aileen Moran.
- Bingley – Jeremy Charnock (Readers); Dennis Bristow (Eucharistic Ministers).
- Ministers can serve at both churches and are encouraged to stand in for absentees at either church; please come forward immediately if there are insufficient ministers.
- All rotas will be posted in the porches at both churches; they are not published on the bulletin because of time and space constraints.
- Any ministers available to take communion to the housebound are asked to speak to Fr Sean

CRB Checks

- All Eucharistic Ministers are required to have an up to date CRB check. Please see Phil Lynch our Parish Safeguarding Representative.