

SAINT DANIEL CHURCH

WORSHIP COMMISSION

Updated on July 18, 2021

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Worship Commission Leadership Directory

Worship Commission

- The members of the Worship Commission work together with the pastor to coordinate all the parish liturgies.
- The Liturgy Director and the Music Director have special roles of leadership within the worship commission.
- Commission members are either the leaders or the designated representatives from each volunteer group.
- The parish council member is selected by the Pastor from among the liturgy department leaders each year.

Liturgical Ministries

- Karen Gulvas, Liturgy Director
- Linda McKnight, Parish Council
- Marybride Misar, member
- Jerry McKnight, member
- Diane Denn, member

Music Ministries

- William Runge, Music Director
- Mary Nicholas, member
- Cantors and Instrumentalists
- Adult and Children Choirs

Worship Ministries

- Coordinators: serve as substitutes for the Liturgy Director when the Liturgy Director is not available, recruit additional liturgical volunteers, if needed; and act as first responders to any special needs.
Sacristans: set up for Mass, supervise the altar servers, serve as a Host minister, and clean up after Mass.
 - Altar Servers: three servers are needed at each Mass to provide the traditional roles of altar servers.
 - Communion Servers: four cup ministers and four host ministers are needed to assist the priest at Mass.
 - Lectors: one reader proclaims the first reading, the second reading, and usually the general intercessions.
 - Ushers: greet people, hand out bulletins, provide assistance to people, and assist the Liturgy Coordinator.
 - Hospitality: serve at the welcome desk and set up for weekly Coffee Hours and monthly Hospitality Sundays.
 - Musicians: assist the Music Director in leading the congregation in prayerful song during the sacred liturgy.
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Volunteer Scheduling Program

- Liturgical Volunteers are scheduled through an online program called the Ministry Scheduler Pro (MSP).
- Access to MSP is through the parish website or by a link provided to volunteers in regular MSP emails.
- Setting scheduling preferences and requesting substitutes are special features of the MSP program.
- Reminders of upcoming assignments and any alerts about needed substitutes are sent out by the MSP.

Liturgy Director

Role of the Liturgy Director

- The parish Liturgy Director coordinates all the liturgical ministries at Mass except for the music ministries.
- When the Liturgy Director cannot fulfill this role, a Liturgy Coordinator substitutes for the Liturgy Director.

Training of Volunteers

- The Liturgy Director personally trains Coordinators as substitute Liturgy Directors for particular liturgies.
- The Liturgy Coordinators help the Liturgy Director recruit and train all the other liturgical ministers.

Support Services

- The Liturgy Director and the Music Director administer the liturgical scheduling program and sign-in sheets.
- The pastor provides the Intercessions for the Prayers of the Faithful on Sundays and also for holy days.

Supplies and Decorations

- All the liturgical supplies are cared for and ordered by the Liturgy Director in consultation with the pastor.
- All our liturgical and music volunteers are invited to help with the church decorations at Christmas and Easter.

Music Director

Role of the Music Director

- The Music Director provides sacred music for our regular parish liturgies, as well as weddings and funerals.
- The Music Director recruits, trains, rehearses, and schedules all the musicians for our parish liturgies.
- When the Music Director cannot be present, arrangements are made for a substitute professional musician.

Music Publications

- Our parish bulletin serves as the worship aid for our congregation in lieu of any hymnals or missalettes.
- The Music Director prepares the worship section of the weekly parish bulletin in consultation with the pastor.
- The Music Director provides worship aides for weddings, funerals, and special liturgies throughout the year.

Music and Liturgy

- The Music Director works closely with the Liturgy Director to coordinate all the details of the parish liturgies.
- The Music Director assists the Liturgy Director in leading the Worship Commission and its volunteer leaders.
- The Music Director and the Liturgy Director work together with the pastor as a liturgical leadership team.

Coordinator Notes

Director and Coordinators

- The Liturgy Director is the Liturgy Coordinator for all our parish liturgies, except for the weekday Masses.
- Whenever the Liturgy Director cannot fulfill this role, a Liturgy Coordinator substitutes for the Liturgy Director.
- For solemn liturgies, it may be necessary for a Liturgy Coordinator to be present to assist the Liturgy Director.
- The Mass duties listed here for a Liturgy Coordinator are thus the same for the role of the Liturgy Director.

Role of the Coordinator

- The Coordinators work together with the Sacristans to help supervise the duties of all the liturgical volunteers.
- While the Sacristan is usually near the front of church, the Coordinator is usually near the back of church.
- The Coordinators are thus free to be where they are needed most throughout the church during the Mass.
- The Liturgy Director is the head Coordinator and should take regular turns with all the other Coordinators.

Before each Mass

- The Coordinator should arrive about thirty minutes or more before their scheduled Mass, in appropriate attire.
- Please check that the appropriate sign-in forms are located at the welcome desk for the upcoming liturgy.
- Recruit additional liturgical ministers, if needed, or implement the contingency plans found in the appendix.
- Recruit and train people to bring up the offertory gifts or implement the contingency plans in the appendix.

At the Offertory

- During the Creed, bring the offertory volunteers to the back of church to prepare for the Offertory Procession.
- Only two people are needed to bring up host plate and the wine cruet for the Offertory Procession of the Mass.
- When the priest has set up the altar, he will fold his hands. This is the signal to start the offertory procession.

During the Mass

- Be alert for anyone in distress or with special needs who needs your helpful assistance during the Mass.
- Be prepared to coordinate the response for any medical or other emergency that may occur during the Mass.
- Make an incident report, as best as you can, for any problems or emergencies that may arise at our church.
- If possible, do not serve in a liturgical ministry, in order to be free to respond to any situation that may arise.

During Communion

- Be on the lookout for any problems with the orderly flow of people coming up to receive Holy Communion.
- Direct the Sacristan to people in the back of church or elsewhere who need Communion brought to them.
- Try your best to remind people to reverently consume the host before they return to their pew or leave church.
- Try your best to gently remind people to wait until the end of Mass before they leave the church building.

After each Mass

- As soon as practical after each Mass, either dim the church lights or turn them off completely as needed.
- Determine whether any lost items that were put in the ushers' closet need to be locked up in the parish office.
- Check the restrooms and do whatever is practical to address any problems that may be discovered there.
- Do not lock any of the ten church entrance doors. The priest will take care of this after everyone has left.

Sacristan Notes

Role of the Sacristan

- The Sacristans arrive at church about thirty minutes before Mass, dressed in business-casual attire.
- The Sacristans work together with the Liturgy Director and/or the Liturgy Coordinator for their Mass.
- While the Director/Coordinator is around the back of church, the Sacristan is near the front of church.
- During the Mass, the Sacristans coordinate the altar servers, especially during the offertory rites.

Before each Mass: the full instructions here may be downsized for smaller congregations or less ministers.

- Put the host plate and the wine cruet at the back of church and set out the priest's glass of water.
- Check the tabernacle (reverence before and after opening) for the number of regular and low-gluten hosts.
- Check with the organist to see how many hosts are needed in a pyx for the Communion of the musicians.
- Place the consecration bells on the shelf of the baptismal font and check the Lectionary and Gospel books.

- Use the wooden trays to transfer the sacred vessels to the credence table (under the sanctuary cross).
- Four Cups: pour wine into each cup so that there will be enough, but not too much, wine for that Mass.
- Five Purificators are placed in between the cups for use with the four cups and the large Chalice.
- If the four cups are not being used, one purificator is still needed for the large Chalice used by the priest.
- Check the tabernacle to determine how many hosts are already consecrated for the upcoming Mass.
- Six host plates: set out enough hosts to be consecrated for the Mass (a total of six are needed).
- One host plate goes to the offertory table in the back of church, which includes a large host for the priest.
- The empty host plates are nested on the credence table, with additional hosts placed in the top plate.
- The water cruet is placed near the large Chalice. Please take note of the graphics provided below.

- Fifteen minutes before the Mass, light the altar candles and, if being used, the charcoal for the incense.
- An incense instruction sheet, found in the appendix of this document, is posted in the sacristy hallway.

- After the Gospel, please extinguish the processional candles, relighting them after Communion.
- During the closing prayer, give the lighted processional candles to the servers for the recessional.

Credence Table Set-Up: pictures are posted on the work sacristy cabinets – all the cups may not be necessary

- Here is the configuration for the credence table for Masses with an Offertory Procession and Four Cups:

Large Chalice and Water Cruet	C corporal Cloth	Pitcher, Bowl and Towel
Four Cups and Five Purificators	Roman Missal	(Nested) Host Plates

- Here is the configuration for the credence table for Masses with no Offertory Procession and no Cups:

Water and Wine Cruets	C corporal Cloth	Pitcher Bowl and Towel
Large Chalice and One Purificator	Roman Missal	(Nested) Host Plates

- Of course, there may also be a Mass that has no offertory procession, but still two or more cups for Communion. Remember that, in this case, one purificator will still be needed for the priest's Chalice.

- When Incense is used at Mass, there are two changes to this credence table arrangement:
 - The Censer and the Incense container are placed in the center of the credence table.
 - The Corporal and Roman Missal are placed on the cushion underneath the credence table.

At the Offertory: the full instructions here may be downsized for smaller congregations or less ministers.

- During the Creed, assemble the altar servers behind the baptismal font in preparation for the offertory.
- At the end of the Prayers of the Faithful, two servers go up to the credence table under the Cross.
- The cross server goes to the back of the church to lead the offertory procession which starts right away.
- If necessary, the people with the offertory gifts wait at the altar steps for the priest to come down for them.

- From the credence table, the servers bring the following items to the priest at the altar, from his right side:
 - 1) Corporal, 2) Roman Missal, 3) Cup tray with purificators, 4) Chalice, and 5) additional nested Host plates.
- When there are no cups for that particular Mass, a purificator is still needed for the priest's Chalice.
- If there is an offertory procession, one server goes down the stairs alongside the priest to get the Gifts.
- The priest gives the wine cruet to the altar server, and the priest brings the host plate to the altar by himself.
- The altar server with the wine cruet goes back up the altar steps alongside the priest to join the other server.
- Two servers present the water and wine to the priest from his right side, with the handles facing the priest.
- When the priest hands both cruets back to the servers, they return the cruets to the credence table.
- Two servers bring the pitcher, bowl and towel to the priest from his right side, for the washing of hands.
- However, if incense is being used, the servers wait until the incensing is completed before continuing.
- The pitcher, bowl and the towel are then returned to the credence table, and the servers go to their chairs.

For Communion: the full instructions here may be downsized for smaller congregations or less ministers.

- During the Lord's Prayer, a Sacristan goes to the tabernacle to get consecrated host plates as needed.
- A Sacristan stands by the Baptismal Font with the consecrated Hosts, waiting for the Priest's Communion.
- The Communion Servers purify their hands as they line up behind the Sacristan during the Agnus Dei.

- When the priest receives Communion from the Chalice, the Sacristan leads them up into the sanctuary.
- All the ministers line up along the back wall except for the Sacristan, who stands to the right of the priest.
- After giving out Communion to the back of church, the Sacristan helps the Priest in the main aisle of the church.

After Communion

- Receive the consecrated hosts from the priest. If necessary, use a wooden tray for more than two host plates.
- Fill a pyx with enough consecrated hosts for the musicians to receive Communion after the music stops.
- Somehow, find time to relight the servers' processional candles for the recessional at the end of Mass.
- The servers receive the sacred vessels from the priest, and they return these items to the credence table.
- After everything is off the altar, the servers go down the steps to prepare for the recessional out of church.

After Each Mass

- After the final hymn is over, the Sacristans may go up to retrieve the trays from the credence table, etc.
- Add some water to one cup, pour the contents into each cup, and finally pour them into the large chalice.
- The priest will consume the contents of the large chalice as soon as practical after the Mass is over.
- Please leave one purificator by the large Chalice for the priest to complete the purification of the Chalice.

- Wash each cup and the chalice with soap and hot water after each Mass, for health and sanitary reasons.
- Extinguish the altar candles after each Mass, trimming the wicks when needed for proper candle burning.
- Put the Gospel Book back on the altar, and the Lectionary on top of the Ambo, opened to the correct page.

- If incense was used, follow the special safety procedures for cleaning the censer, back at the metal table.
- An incense instruction sheet, found in the appendix of this document, is posted in the work sacristy hallway.
- If a person requests Communion to be taken home to the sick, go with them to the Tabernacle for the host.

- After Mass, the Sacristan and the Liturgy Coordinator discretely transfer the collection to the sacristy safe.

Altar Server Notes

1. Please arrive at least fifteen minutes before Mass and sign in at the narthex desk. After putting on your server robes, wait in the back of church, off to the side, just to the north of the narthex doors, near the offertory gifts.
 2. When the people start singing the opening hymn, lead the procession to the sanctuary: cross first, then the two acolytes with candles. If there are additional servers, they come last, with their hands folded in prayer.
 3. When all the servers reach the altar steps, they touch the bottom step with their toes, and bow together. Then they take the cross and candles to the Sacristan. The servers go to their chairs, except the cross server.
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4. As the Kyrie or the Gloria is ending, the cross server comes up to hold the priest's book for the opening prayer. As you hold this special book, let the top of the book touch your upper chest, keeping it steady for the priest.
 5. At the Gospel Acclamation, when the priest picks up the Gospel book, the two acolytes come up the stairs and hold the candles by the sides of the Ambo. At the conclusion of the Gospel, they return to their places.
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6. At the Offertory, when the priest stands up, the two acolytes come up the stairs to help the priest set up the altar, by bringing the sacred vessels from the credence table, directed by the Sacristan, if needed.
 7. The cross server goes to the back of the church with the cross, to lead the offertory gift bearers to the altar steps. This procession begins right away. If necessary, the gift bearers wait for the priest at the altar steps.
 8. The acolytes bring the Corporal cloth, the Roman Missal book, the tray with the cups, the Chalice, and the host plates to the altar. If there are any changes in this regard, the Sacristan will inform and assist the altar servers.
 9. For the Offertory Procession, one acolyte goes down the altar steps alongside the priest. The priest gives the wine cruet to the altar server, who returns up the altar steps alongside the priest with the wine cruet.
 10. The acolytes then present the water and wine to the priest from his right side, with the handles facing the priest. When the priest hands both cruets back to the acolytes, they return the cruets to the credence table.
 11. The acolytes bring the pitcher-bowl and towel to the priest from his right side. One acolyte holds the pitcher and bowl, while the other acolyte holds the towel. If incense is used, they wait until the incensing is over.
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12. During the Eucharistic Prayer, the servers all kneel on the side altar step near the baptismal font. Special pads are provided by the Sacristan to help them kneel comfortably during the entire Eucharistic Prayer.
 13. At the Sign of Peace, the altar servers just shake hands with those who are around them. The servers come up last into the sanctuary for Communion with the adults, but they do not receive Communion from the cup.
 14. After Communion is over, the acolytes go up to the altar to receive the sacred vessels from the priest. They take these items back to the credence table, and then go down the stairs to their regular places.
 15. When the priest sits down after Communion, the cross server comes up to the priest to hold the book for the closing prayer. Sometimes there are additional prayers, so wait for the priest to close the book before leaving.
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16. At the end of Mass, the servers line up with the cross and the candles in the main aisle, in line with the front pews. When the priest bows, the cross leads the other servers in a procession out to the narthex.
 17. Please hang up your robes, blow out your candles, and put the cross in its holder. Thank you for serving at the altar for Mass. We appreciate your help very much. We hope that you will be back to serve again soon!
 18. In case there are less than three servers, please refer to the contingency plans in the appendix of this document.

Communion Server (EMHC) Notes

Please arrive at least fifteen minutes before your scheduled Mass, dressed in business-casual attire, and sign in right away at the narthex desk. Even if you are not scheduled to serve at that Mass, please check to see if any help is needed. Here are our parish procedures for Extraordinary Ministers of Holy Communion (Communion Servers).

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- Before Mass starts, please help greet people in the narthex as they arrive for Mass and give them a bulletin.
 - If they appear to be new people, welcome them and refer them to an usher for assistance in finding a seat.

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- During the Lord's Prayer, the Sacristan goes to the Tabernacle to get the additional consecrated Hosts.
 - At the Sign of Peace, the Sacristan brings additional consecrated Hosts to the baptismal font area.
 - At the Sign of Peace, the EMHC's line up by the baptismal font area: Cups first and Hosts last in line.
 - When the priest drinks from the Chalice, the Sacristan brings the consecrated hosts up to the altar.
 - The Cup ministers follow the sacristan up the steps, and line up along the back wall of the sanctuary.
 - The Host ministers follow the Cup ministers up the steps, and line up along the back wall as well.

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- After the priest receives Communion, he gives Communion to the sacristan who stands at his right side.
 - If there are no cups, the priest gives Communion and the Host plate to each minister at the altar.
 - The priest then walks along the back wall of the sanctuary to give a sacred Host to each EMHC.
 - The sacristan administers the Chalice to each EMHC, and then gives it back to the priest.
 - The priest presents a Cup to each EMHC, for distributing Communion to the congregation.
 - The priest presents a Host plate to each EMHC, for distributing Communion to the congregation.

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- Please use the back side railings to go down the stairs to distribute Communion and return the same way.
 - Go to your Communion Station right away but face the altar until the priest comes down to start Communion.
 - When each EMHC finishes the line at their Communion station, they immediately return to the altar.
 - Please do not double up at any other Communion station, unless specifically directed to do so.

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- After Communion, put each Cup back on the tray, located on the northeast corner of the altar.
 - The priest will consume any remaining Precious Blood at the altar. Please do not do this for him.
 - After Communion, put each Host plate back on the southeast corner of the altar, without combining plates.
 - However, if the priest is standing at the altar already, please hand your host plate to him from his left side.

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- The priest combines the Host plates with any remaining Hosts right at the altar.
 - The priest consumes any remaining Precious Blood from the cups right at the altar.
 - The priest gives the consecrated Host plates to the Sacristan, who returns them to the Tabernacle.
 - The priest gives the sacred vessels to the altar servers, who take them to the credence table.
 - The purification of the sacred vessels takes place after Mass, done by the priest in the back work sacristy.
 - Thank you for assisting the priest in the distribution of Holy Communion to the congregation. God bless you!

Please refer to the chart for the Communion Stations, which is found in the Appendix of this document.

For Masses with larger congregations, there may be two Hosts ministers at each side: North and South (total of four ministers); and two Cup ministers at each side: North and South (total of four ministers). The Sacristan, after taking Hosts to those with disabilities, may assist the Priest in the main aisle as well.

Lector Notes

Preparation. The Mass readings can be found in the online bulletin, available on the parish website usually each Thursday evening. The parish website also has a link to all the Sunday readings found on the Bishops' website.

- Arrive at least fifteen minutes early, dressed in business-casual attire. Check the Lectionary and read over the petitions. If there are different options for the readings, use the one that is published in the bulletin.
- Sometimes there are notes on the Lectionary page with special instructions for certain readings. It is essential that you notice these instructions before Mass, so please check the Lectionary beforehand.
- While you are up at the Ambo before Mass, remember to also adjust the microphone to the best level for you. It is preferable to make this microphone adjustment before Mass rather than before the reading.
- Please be seated at the special chairs for the lectors, located on the north side of the sanctuary area, near the organ, before Mass begins. In this way, the priest knows that you are there for the readings.

First Reading. After the priest says the Opening Prayer, and the congregation is seated, the Reader comes up from the designated chairs at the side of the sanctuary to the Ambo, checking the microphone, for the first reading.

- Please do not "count" the readings (for example, "Our first *reading* today is a *reading* from..."). Instead, just say "A reading from . . ." as printed in the lectionary book for each Scripture reading.
- Each scripture reading ends with "The word of the Lord" as printed in the lectionary book. Pause, but do not pick up the book as you say, "The word of the Lord." Just say the words without any gestures.
- Proclaim the reading by making eye contact with the people and speaking in a confident and direct manner. Speak to the people, not to the microphone, but use the microphone to your best advantage.
- Read with expression, being slow enough to emphasize the importance of the message. Sound like you understand what you are reading because you have carefully prepared the reading beforehand.
- When finished with the first reading, please do not move the ribbon in the lectionary to another page. Instead, just turn the page to the second reading if it is necessary to do so. Leave the ribbons alone.

Second Reading. After the first reading, and during the responsorial psalm, be seated either in the back of the sanctuary or at the side chairs by the organ.

- After the responsorial psalm is completed, return to the Ambo for the second reading. Use the same protocols for beginning and ending the second reading as you did for the first reading.
- After completing the second reading, close the lectionary, and place in on the second, lower shelf of the Ambo, with the binding facing outward. Then return to your pew or to the chairs that are next to the organ.

Petitions. The paper with the petitions is found on the top shelf of the Ambo. The Reader (Lector) for the Mass reads the petitions exactly as written.

- The person reading the Petitions comes up to the Ambo during the second half of the Creed. Begin reading the Petitions after the priest says, "Let us pray," or gives some other form of an introduction.
- After reading the last Petition, please remain at the Ambo until the priest says the concluding prayer, and all respond "Amen." Then, as the people are seated, return to your pew.

Usher Notes

Arrival. Please arrive about thirty minutes early, dressed in business-casual attire. Sign in at the narthex desk and wear your Usher Badge. When coming to any Mass, please check at the desk to see if any help is needed.

Usher Duties. At least two Ushers are needed for each Mass. Before Mass, welcome people and assist them in finding a place to sit. Be attentive to anyone who may need assistance for mobility or other reasons.

Greeters. In the narthex, the Communion Servers help greet the people as they arrive for Mass and give them a bulletin. If there are special needs, a greeter will escort the person either to an usher or to the welcome desk.

Emergencies. In case of a medical emergency in church, help the Liturgy Coordinator as requested. Special training will be provided by the parish to help our parish volunteers know what to do in these special situations.

Starting the Mass. At the end of the Gloria, close the six narthex doors. Please be seated in the back of church so that you can be available to help anyone in need and to assist the Coordinator.

Offertory Collection. The ushers do not take up any collections. The congregation is reminded in the bulletin that the offertory box is in the main aisle at the back of church for their donations.

Offertory Procession. The Liturgy Coordinator selects people for the Offertory Procession and directs them when to come up. The ushers do not have any role in the selection or the coordination of the Offertory Procession.

During Communion. The ushers help people come up to Communion in an orderly fashion. For example, when one line is longer than another line, the Ushers would encourage some people to go up by the shorter line.

After the End of Mass. At the final blessing, open all six narthex doors. Thank the people for coming to our church. Encourage people to take their bulletins home with them. Assist anyone in need.

After the Mass. Please check the church pews for any items left behind. Bring any lost and found articles to the Coordinator. Please report any problems during the Mass to the Liturgy Coordinator. Thank you for being an usher!

Offertory Gift Bearers

Before Mass, the Liturgy Coordinator, not the Ushers, selects two people for the Offertory Procession. During the Prayers of the Faithful, the Liturgy Coordinator prepares the people for the Offertory Procession. When the cross bearer reaches the back of church, the offertory procession begins immediately. If there is no cross bearer, the offertory procession still begins right away. If necessary, wait at the altar steps for the priest to come down to receive the gifts. Sometimes there is no Offertory Procession. The Liturgy Coordinator will coordinate all of these details. When there is no Offertory Procession, the bread and wine are placed on the credence table in the sanctuary.

Children's Liturgy of the Word

As scheduled and publicized in advance, children who are age four or older, who have not received their First Holy Communion, will be escorted to the parish center during the Gloria (or Kyrie), and return before the Eucharistic Prayer. Two trained adults will explain the readings to the children and pray with them in the parish center. The children's liturgy of the word depends on having enough trained volunteers and enough children to participate.

Musician Notes

The Music Director trains and schedules all liturgical musicians, and also provides music for all the weddings and funerals celebrated at our parish. The Sunday bulletin contains all the congregational music for the liturgy. Special congregational hymn sheets are prepared for weddings, funerals, holy days, and other special occasions. Volunteer musicians assist the Music Director in promoting congregational singing at our parish. The legal norms for using copyrighted materials, especially the music, are conscientiously followed in our parish publications.

Congregational Focus

- The primary music-producing organization at our parish is the congregation at worship.
- The role of the parish musicians is to promote and enhance our congregational singing.
- The success of the music program depends on the active participation of the congregation.
- Everything else in our parish liturgical music program is secondary to congregational singing.

Weekend Music Program

- Advent and Christmas Music: from the First Sunday of Advent, through Christmas, until Epiphany.
- Winter Ordinary Time Music: From the Baptism of Our Lord until the Sunday before Ash Wednesday.
- Lent-Easter Time: from Ash Wednesday, through Holy Week and Easter, until Pentecost Sunday.
- Summer Ordinary Time: from Trinity and Corpus Christi Sunday until the last weekend in August.
- Fall Ordinary Time: from the first weekend in September until Christ the King Sunday.

Special Music Programs

- Christmas: Christmas Eve at 3:00 p.m. and 5:00 p.m. Christmas Day at 9:00 a.m. and 11:00 a.m.
- New Year: New Year's Eve at 4:00 p.m. New Year's Day at 9:00 a.m. (if on Sunday, then also at 11:00 a.m.)
- Ash Wednesday Liturgies: 7:30 a.m. Mass, 12:00 p.m. and 4:30 p.m. Services, and 7:00 p.m. Mass
- Palm Sunday Liturgies: regular weekend schedule of Masses for Palm Sunday weekend
- Holy Thursday: Solemn Liturgy at 7:30 p.m., followed by Adoration until about 9:00 p.m.
- Good Friday: Anointing at 12:00 noon, Solemn Liturgy at 3:00 p.m., Stations of the Cross at 7:30 p.m.
- Holy Saturday Easter Vigil Liturgy: 7:30 p.m. (No afternoon Mass or confessions today!)
- Easter Sunday Liturgies: Sunrise Mass at 7:30 a.m. Regular Sunday Masses at 9:00 a.m. and 11:00 a.m.
- Confirmation Liturgy: as scheduled, usually celebrated in the month of March.
- First Communion Liturgy: as scheduled, usually on the Sunday right after Easter.
- Assumption, All Saints, Thanksgiving, and Immaculate Conception: as scheduled.

Hospitality Notes

The Hospitality Committee has three functions: staffing the welcome desk, organizing Hospitality Sundays, and coordinating art and environment. All of these activities create a welcoming and helpful environment to parishioners, visitors, and guests to our parish. Overall coordination comes from the members of the Worship Commission.

Welcome Desk

- Trained volunteers, who are knowledgeable about the parish, staff the welcome desk at weekend Masses.
- Announcements are shown on the narthex television screen, as prepared by the parish office each week.
- Sign-up materials for upcoming events are provided, along with approved materials for distribution.
- Parish registration materials are also available, along with extra envelopes for parish donations.

Hospitality Sundays

- Trained volunteers host the weekly Coffee Hours and monthly Hospitality Sundays throughout the year.
- Food and drink have to be purchased in advance and prepared beforehand in the parish center kitchen.
- The set-up of the room has to be planned in advance, and cleaning activities follow each of these events.
- Volunteers are welcomed from parish organizations and groups to act as hosts for this community event.
- Approved displays and promotions from various organizations and parish groups are welcomed as well.
- Parish Community Events are coordinated with the monthly Hospitality Sundays throughout the year.

Art and Environment

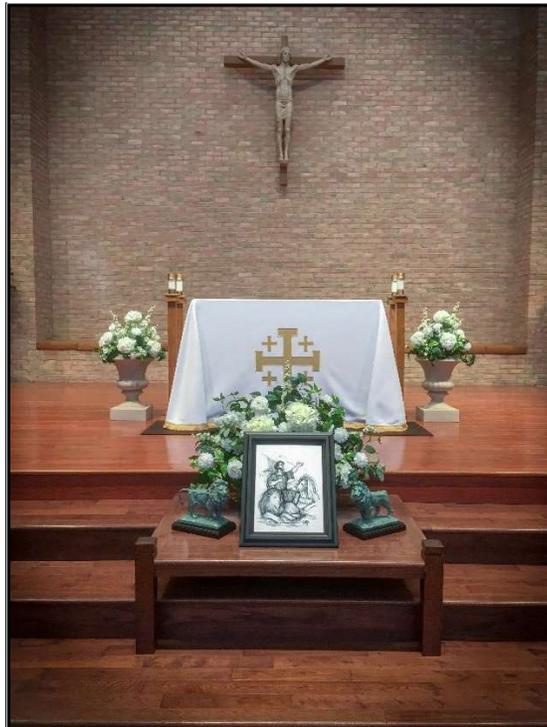
- The Worship Commission works together to decorate the church, especially for Christmas and Easter.
- Volunteers from the parish liturgical and music ministries, along with youth ministry, assist in this work.
- The following seasonal decoration plans are essential to the church art and environment program:
 - Advent and Christmas Decorations, followed by Winter Ordinary Time Decorations.
 - Lenten and Easter Decorations, followed by Summer and Fall Ordinary Time Decorations.
 - Special Occasions and Events, including First Communion and Confirmation liturgies.
- Our Greens Keepers Garden Club tends the parish gardens throughout our beautiful parish campus.

Devotions

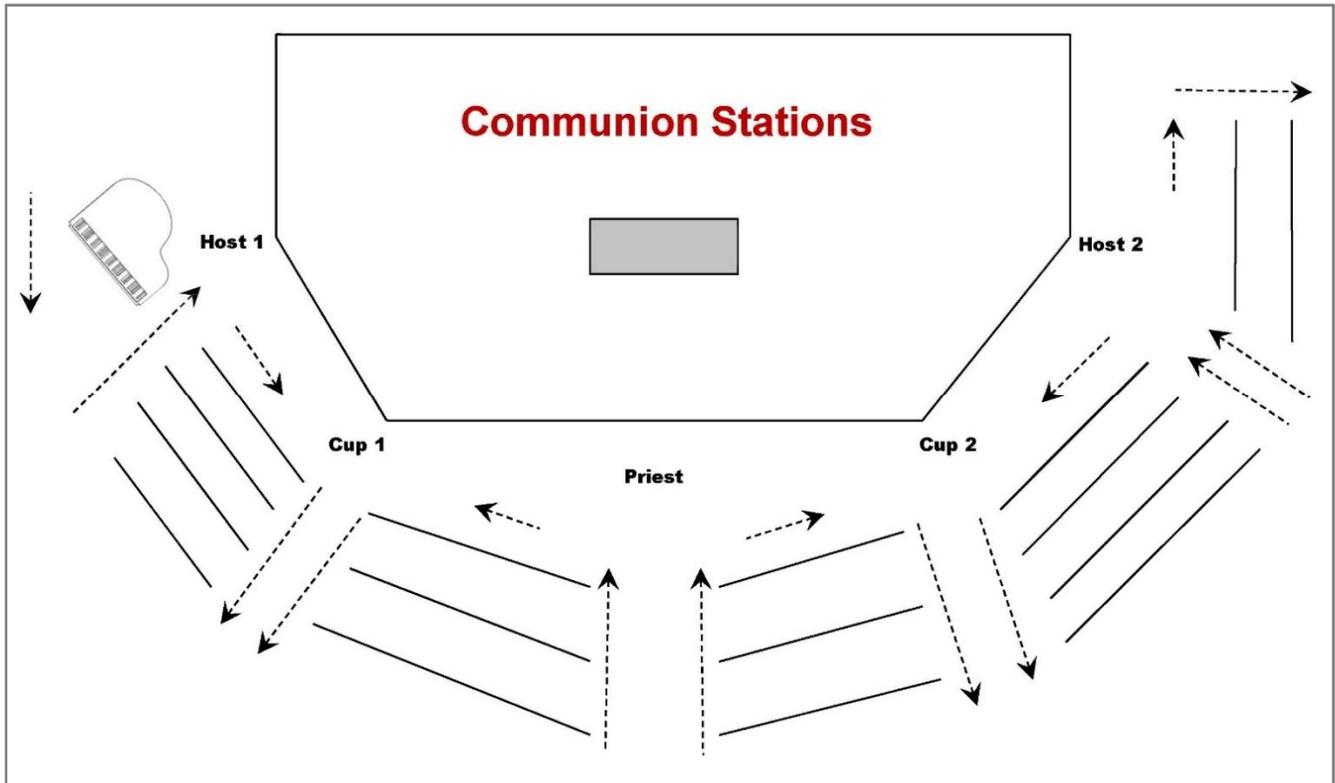
Please go to the Prayer page of our parish website, www.StDaniel.org/Prayer, for more information about devotions.

- **Weekday Devotions:** Please come to Mass early and stay late for quiet prayer. The pastor usually prepares for Mass by silently praying the Rosary, and usually prays the Jesus Prayer silently after Mass.
- **Rosary for Life:** On Thursday mornings, please come to the Upper Room in the parish center to pray the Rosary together for the Sanctity of Human Life. Check out www.stdaniel.org/prolife for more information.
- **Eucharistic Adoration:** During the week, whenever our parish office is open, you can enter the church for prayer through parish office door number three.
- **Communio Prayer:** On the First Friday of each month, a “Communio” prayer service with Adoration and Confessions, will be held from 7:00 p.m. until 8:30 p.m. Check out www.stdaniel.org/communion for information.
- **Prayer Partners:** Please check out our parish Prayer Partners ministry for spiritual accompaniment and companionship as Intentional Disciples of Christ. Check out www.stdaniel.org/prayer-partners for information.
- **God’s Mercy:** Through the sacraments of Baptism, Eucharist, and Penance, God’s abundant mercy is continuously bestowed upon us each and every day, and particularly after each Confession.
- **Stations of the Cross:** The Stations of the Cross are located in the hallway between the narthex and the chapel, across from the confessional room.

Once again, please go to www.StDaniel.org/Prayer for more information about devotions at our church.



Appendix: Chart for the Communion Stations



Cup 1: North Side	organ-piano side of the church
Cup 2: South Side	baptismal font side of the church
In case of a larger congregation, another Cup minister will be added to each side station.	

Host 1: North Side	organ-piano side of the church
Host 2: South Side	baptismal font side of the church
In case of a larger congregation, another Host minister will be added to each side station.	

Center Aisle: Priest	priest alone in the main aisle of the church
Back Pew: Sacristan	back pews, but only for those with mobility issues
In case of a larger congregation, the sacristan assists the priest after serving the back pews.	

The Sacristan brings the additional consecrated Hosts to the altar as the priest drinks from the Chalice. The other Communion Ministers follow the Sacristan, and line up against the back wall, Cup ministers first.

Appendix: Contingency Plans for Liturgical Volunteers

In case there are not enough liturgical volunteers at a Mass, we need to have a strategic Plan B already in place. These contingency plans are implemented by the Coordinator, in consultation with the Sacristan, as necessary.

- **If there are not enough assigned ministers for four Cups**, then there are only two Cups for that Mass.
- If there are not enough assigned ministers for two Cups, then there are simply no Cups for that Mass.
- Please check the chart for the location of the Communion stations on the previous page of this document.

- **If there are not enough assigned ministers for four Hosts**, then there are only two Hosts for that Mass.
- If there are not enough assigned ministers for two Hosts, then only the Priest and the Sacristan distribute.
- Please check the chart for the location of the Communion stations on the previous page of this document.

- **If there is no lector**, the priest should only proclaim the readings and the petitions as a last resort.
- If at all possible, another trained liturgical volunteer for that Mass should double-up as the lector.
- On rare occasions, the sacristan or another liturgical volunteer may have to perform multiple ministries.

- **If there are not enough ushers**, additional people must be drafted and trained for this role on the spot.
- These draftees could be other liturgical volunteers, even if they are serving in other roles at that Mass.

- **If there are no offertory gift bearers**, the offertory procession should be cancelled before Mass starts.
- If the procession is cancelled, the offertory gifts are taken to the credence table before Mass starts.

- **If there are not enough altar servers**, the servers who are present only fulfill their specific roles.
- A Cross bearer role is only to carry the cross and to hold the book for the opening and closing prayer.
- Two Acolytes only hold the candles and assist the priest at the altar during the offertory rites.
- An adult volunteer may carry the cross in and out, but does not hold the book for the priest.
- With these clarifications, we avoid confusion in the roles of the students who are altar servers.

- **At crowded Masses**, especially at Christmas and Easter, Communion from the Cup should still be the norm.
- However, if there are not enough liturgical volunteers, the regular contingency plans should be implemented.
- It is important for the people to process forward towards the altar for Communion, even at crowded Masses.
- There is a parallel between the entrance procession of the priest and the Communion procession of the people.
- Only people with mobility issues should have Communion brought to them at other places in the church.
- The musicians are prepared to continue the music until the entire distribution of Communion is completed.
- Let the “altar call” of receiving Communion be the norm, even for people in the chapel and in the narthex.

- **Hosts for Communion** should be consecrated for distribution at that Mass, but this is not always practical.
- Running out of consecrated hosts to distribute at Communion time would be a great liturgical embarrassment.
- For very crowded Masses, additional consecrated hosts should be on the altar to replenish the host plates.
- Additional consecrated hosts can always be distributed at other Masses, especially at the weekday Masses.

- **Communion from the Cup** is another matter altogether. Sufficient wine should be consecrated for each Mass.
- However, if there is too much consecrated wine left over after Communion, who is going to consume all of it?
- The Doctrine of Concomitance means that the Eucharist is fully received under either of the sacred species.
- Therefore, it is more practical to run out of consecrated wine than to have too much left over after Communion.

Appendix: Safety with Charcoals for Incense at Mass

The Use of Incense at Mass

- According to the Roman Missal, incense can be used at any or every Mass at the discretion of the priest.
- At our parish, the pastor does not use incense at all when he is wearing green vestments for Ordinary Time.
- At our parish, the pastor usually uses incense when he wears white, purple, or red vestment for Mass.
- Thus, incense is regularly used during Advent, Christmas, Lent, Easter, and on special Feast Days.

- According to the Roman Missal, incense can be used four times during the celebration of the Mass.
- Incense can be used at the Entrance, at the Gospel, during the Offertory, and at the Consecration.
- In addition, incense can be carried in procession at the beginning and even at the end of the Mass.
- Finally, the priest can also incense the entire congregation, especially at the end of the Offertory.
- At our parish, the pastor only uses incense for the altar at the Entrance and for the altar at the Offertory.
- At our parish, the pastor uses incense more often at the liturgies on Holy Thursday and on Holy Saturday.
- When incense is used, the person or the object being incensed is blessed and honored by the incense.

- At the end of a funeral Mass, the coffin or the urn with ashes is almost always incensed as part of the ritual.
- Even though he is not wearing green vestments, our pastor does not use incense at weddings at our parish.
- At our parish, our pastor only uses one scoop of incense. Many priests use a lot more incense at Mass.
- The use of incense is a noble liturgical tradition that goes all the way back to the Temple in Jerusalem.
- In the Book of Revelation, incense is an important part of the heavenly liturgy celebrated before God's throne.

Lighting the Charcoal before Mass: Sacristan

- About fifteen minutes before Mass, the Sacristan prepares the charcoal at the metal table in the back-sacristy.
- Only one whole charcoal is needed in the censer, and it should never be broken apart into several pieces.
- Further, the concave side of the charcoal should face upward, so that it acts a small bowl for the incense.
- Using the gloves and the tongs as needed, light the charcoal, keeping it away from the box of charcoals.
- It is sufficient that you achieve ignition only around the circumference of the charcoal before the Mass starts.
- If necessary, swing the censer back and forth a few times to make sure that the charcoal is lighted sufficiently.

Setting the Censer in the Sanctuary

- About ten minutes before Mass, the Sacristan places the censer on the tile portion of the credence table.
- On the shelf of the censer stand is the "boat," which is filled with the incense grains, as well as a small spoon.
- Adjust the lid of the censer so that all four openings are clear, so as not to impede the addition of the incense.
- If the Mass is lengthy, an additional unlighted charcoal is put in the "boat" to be inserted later by the priest.
- Please note that some priests refer to the censer as the "thurible," and the incense server as the "thurifer."

Cleaning the Censer after Mass

- After Mass, the Sacristan brings the censer back to the metal table in the back-sacristy hallway.
- Using the safety gloves, dump the hot charcoal into the safety can located under the metal table.
- If necessary, use a small spoon to help clear out the ashes from the censer into the safety can.
- If desired, the interior tray may be removed from the censer and handled with the safety tongs.
- Cover the hot charcoal with dirt, using the ladle in the can, and securely place the lid on the can.
- Since the censer is still hot, keep it away from other items on the table, especially the box of charcoals.

Thank you for being so very careful with these burning charcoals, both before and after Mass in our church!