



Office for  
Liturgy & Spirituality

## MEMORANDUM

**TO:** Pastors in the Diocese of San Diego

**DATE:** September 23, 2020

**FROM:** Noreen McInnes *nm*

**RE:** Liturgical Ministry Frequently Asked Questions

### **Liturgical Minister FAQs**

Thank you for your continued accompaniment of your parish throughout these challenging times. Since we must protect both our ministers and our parishioners, some guidelines are listed below for your consideration and safety.

These FAQs have been shared with some liturgical ministers in the diocese with the caveat that, as always, they are to follow their pastor's directives since he may make a pastoral judgment necessary to address the specific needs of your parish.

**When should liturgical ministers serve:** If you are over 65, or have underlying medical conditions, or have any anxiety about ministering, please request to be excused from ministry at this time. If you have any of the following symptoms you should not serve:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **Extraordinary Ministers of Holy Communion:**

**Hand sanitizer:** Each communion station should have hand sanitizer available. The minister must sanitize their hands immediately before distributing Holy Communion.

**Face Masks:** Face masks must be worn when distributing Holy Communion. While distributing, do not touch your face mask.

**In the Hand only:** Distribution of Holy Communion is in the hand only. To ensure that the Host safely lands in the palm of the communicant, consider placing the host in the hand so the edge touches the hand first and then release it. Ideally the communicant should hold their hand out flat and wait until the Host is on their palm before moving.

**Re-sanitize:** If you touch the hand of a communicant, stop and re-sanitize your hands. If you touch your face mask you must also re-sanitize your hands.

**Dropped host:** If the host is dropped, it should be consumed immediately by the minister. Although, if the minister is uncomfortable consuming the dropped host, they may hold the host in their hand under the ciborium until after the distribution is over. See the lead minister or sacristan after communion distribution for the proper and reverent handling of the dropped host.

**Wind:** When distributing Holy Communion outside, wind can blow hosts out of the ciborium. Placing a purificator over the ciborium prevents this situation.

**“Blessing” a non-communicant:** Participation in the rite of Communion is for those who receive Communion. If someone in the communion line comes forward with their arms crossed across their chest, follow your pastor’s directives.

**Consume the Host:** The Host must be consumed by the communicant. Due to the mask removal and replacement, it is not easy to ensure that each communicant does. A minister of Hospitality is the best person to watch for this.

**Communion for the Homebound:** Only household members can take Holy Communion to members of their household with the permission of their pastor. Ideally, there is a specified communion station for parishioners to receive a host in a pyx for their household members. Priests can bring Holy Communion to the sick when anointing them.

## **Ministers of the Word:**

- Consider scheduling only one minister of the Word per liturgy to limit the number of people sharing the space at the ambo
- The lector may consider removing their face mask, by grasping an ear covering, and leaving it at their pew before proceeding to the ambo to prevent the face mask from touching the surface of the lectionary and ambo and distracting the assembly

### **Ministers of Hospitality:**

- Warmly welcome parishioners to Mass
- Offer a mask if a parishioner does not have one
- Guide parishioners to safe seating allowing for 6' between households
- Guide communicants to communion stations maintaining social distancing
- Ensure the host is consumed by the communicant
- Remind parishioners not to congregate after Mass
- Guard the collection

### **Music Ministers:**

Music ministers are limited to one cantor and one accompanist wearing facemasks unless they are singing. They should be placed ideally 10-12' from the congregation or other ministers.

#### **Mass outside the Church:**

Congregational singing is permitted if all wear masks and are socially distanced.

Liturgical Music for outside Masses may resume as usual.

Consider including a [\*Call to Worship Announcement for Mass Outside\*](#).

**Mass inside the Church:** Congregational singing is still not permitted inside the church. In support of this approach, consider:

- Including a [\*Call to Worship Announcement for Mass Inside\*](#) that indicates the congregation should not sing at this time.
- Not providing lyrics for hymns and songs in worship aids, on TV monitors, or as part of projected slides.
- Providing the text of the *Glory to God* in a worship aid and reciting it.
- Having the cantor sing the response to the Responsorial Psalm once at the beginning and once at the end of the psalm.
- Consider reciting the parts of the Mass: Sanctus, Amen, Agnus Dei.
- If Mass parts are sung, when singing the *Alleluia* include it only once before the Gospel Acclamation and once afterward.
- Hymnals and missalettes should be removed from the pews.
- Cantors should not raise their arms to invite the congregation to join in singing
- Music selections should be short so as to not unduly prolong the liturgy.

Thank you again for your ministry and patience. Be assured of my prayers for each of you, for your good health and well-being.

If you have any questions please call or email me: Noreen McInnes, 858-490-8291 or [nmcinnes@sdatholic.org](mailto:nmcinnes@sdatholic.org).

**Call to Worship  
For Mass Celebrated Inside the Church**

***Lector:***

Good morning [evening], and welcome to [*Parish Name*]!

Today [tonight] we are celebrating the [*name of liturgy*], and our priest celebrant is [*Father ...*].

All of the music for today's [tonight's] liturgy will be provided by our music ministers. Since, singing by the congregation is not yet permitted **inside** places of worship, our musicians, through their ministry, will lift up our hearts in song.

After Mass has concluded, Holy Communion will be distributed in the hand at designated entrances to the church, starting with the back rows. Ushers will guide you to your communion station. Thank you for not congregating outside the church as you depart.

Finally, the collection of your financial gifts for the support of the parish is being done by means of [a large basket, lock box, etc.] near the church entrance. Gifts may be made as you enter the church or as you depart. Alternatively, online giving through our website is also a possibility. Thank you for your support of the parish now and over the past several months.

Before Mass begins, we kindly ask that you silence all electronic devices.

To prepare ourselves to enter into the celebration of the Eucharist, let us take a few moments to quiet our minds and hearts and acknowledge the presence of the Holy Spirit who has called us together.

*[15 seconds of silence...]*

Please rise.

## Call to Worship For Mass Celebrated Outside

### **Lector:**

Good morning [*evening*], and welcome to [*Parish Name*] ! Today [*Tonight*], we are celebrating the celebrating the [*name of liturgy*], and our priest celebrant is [*Father ...*].

All the music for today's [*tonight's*] liturgy can be found on special worship aids prepared for this Mass. If you have yet to obtain a copy, they are available on the small table at the entrance to the seating area.

A few reminders:

- Face masks are required by all age two and above. If you need one, please see one of our Ministers of Hospitality;
- Holy Communion will be distributed in the hand to the members of the assembly at the usual time in the Mass [*after the final blessing*]; and
- After Mass has ended, please try to maintain physical distancing as you depart the church grounds.

The collection of your financial gifts for the support of the parish is being done by means of a single large basket at the entrance to the seating area. Gifts may be made as you arrive or depart. Alternatively, online giving through our website is also a possibility. Thank you for your support of our parish.

Before Mass begins, we kindly ask that you turn off or silence all electronic devices and, insofar as possible, refrain from using them during the liturgy to avoid distracting those around you.

To prepare ourselves to enter into the celebration of the Eucharist, let us take a few moments to quiet our minds and hearts and acknowledge the presence of the Holy Spirit who has called us together.

*[15 seconds of silence...]*

And now, please rise and join in singing [*Entrance Antiphon, Entrance Hymn...*].