

Call to Worship

1. Include the following elements in Call

- Welcome
- A few sentences introducing theme
- Invitation to greet each other
- Introduction of celebrant
- Introduction of opening hymn (title, where found)

2. Requirements

- Needs to be a strong reader with a loud voice

3. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically at the end of the 1st row on the left side wing) and leave your belongings there
- Family members may sit on the left side wing, if no other siblings participating
- Proceed to the Growing Room until it is time for the blessing with Father in a circle before mass

4. Procession In/Out

- Not part of either procession

5. Instructions

- After the blessing, a committee member will direct you to the front
- When cued by music ministry, go to the inside side of the Lectionary (a committee member will adjust the microphone if needed)
- Speak loud and clear, do not rush through it
- When done move down from the Lectionary for the Cantor to begin the hymn
- Return to your seat – remain standing

6. Check-Out

- Return your name tag
- Leave with your family

Cross Bearer

1. Requirements

- Preferably at least in third grade

2. Check-in

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically at the end of the 3rd row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing
- Proceed to the Growing Room until it is time for the blessing with Father in a circle before mass
- The cross is kept in the cabinet above the desk in the Growing Room

3. Procession In

- First in the procession followed by the altar servers
- Start to walk up the center aisle directly after the music begins
- Walk slowly up to the Sanctuary
- Move to right of the center of the Altar allowing room for the Celebrant and Altar servers
- Once the Celebrant and everyone has bowed (**do not bow**) walk to right side of Ambo and place the cross on the table in the back
- Return to your seat – remain standing.

4. Procession Out

- As soon as the music begins and the Eucharist Ministers start taking their places, quickly go get the cross and move to the space just front of the two front pews (Cued by a committee member)
- Face Altar with Cross facing altar
- After Father bows (**do not bow**), turn and walk slowly to the back of church

5. Check-Out

- Return the Cross to the cabinet in the Growing Room
- Return your name tag
- Leave with your family

Greeters

1. Requirements

- Limit of two children

2. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically at the end of the 4th row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing

3. Procession In/Out

- Not part of either procession

4. Instructions

- Stand just inside the Narthax doors (these doors will be propped open)
- Do not block the doorway
- Stand (no running, jumping or being wild or loud) facing the parking lot
- Smile
- Greet people by saying hello, welcome or something similar
- A committee member will direct you when it is time for the blessing with Father in a circle before mass
- After the blessing, a committee member will direct you to your seat

5. Check-Out

- Return your name tag
- Leave with your family

Lectors – 1st & 2nd Readings

1. Requirements

- Needs to be a strong reader with a loud voice

2. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically at the end of the 1st row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing
- Proceed to the Growing Room until it is time for the blessing with Father in a circle before mass

3. Procession In

- Stand behind the Alter Servers
- Walk slowly up to the Sanctuary
- Move around to the right side of the Altar, allowing room for the Eucharistic Ministers
- Once the Celebrant and everyone has bowed, proceed to your seat – remain standing

4. Instructions

- A committee member will direct you to the Ambo and adjust the microphone
- Speak loud and clear, do not rush through it
- Return to your seat

5. Procession Out

- Not part of the procession out

6. Check-Out

- Return your name tag
- Leave with your family

Prayers of the Faithful

1. Include the following elements in the prayer

- For the needs of the Church
- For the world
- For those in need
- For the local community

2. Requirements

- Needs to be a strong reader with a loud voice

3. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically at the end of the 2nd row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing
- Proceed to the Growing Room until it is time for the blessing with Father in a circle before mass

4. Procession In

- Stand behind the Lectors
- Walk slowly up to the Sanctuary
- Move around to the right side of the altar, allowing room for the Eucharistic Ministers
- Once the Celebrant and everyone has bowed, proceed to your seat – remain standing

5. Instructions

- A committee member will line all of you up, direct you to the Ambo and adjust the microphone
- Speak and clear, do not rush through it
- After you read all your petitions, return to the end of the line
- When everyone is finished, return to your seats

6. Procession Out

- Not part of the procession out

7. Check-Out

- Return your name tag
- Leave with your family

Bulletins

1. Requirements

- Limit of two children

2. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically in the 4th row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing
- A committee member will direct you when it is time for the blessing with Father in a circle before mass

3. Procession In/Out

- Not part of either procession

4. Instructions

- After everyone has received communion, a committee member will direct you to the Narthax
- Bulletins are kept in the Sacristy
- Stand just inside the Narthax doors (these doors will be propped open)
- Do not block the doorway
- Give each child a stack of bulletins to hold (make sure the folded edge is facing out)
- Be sure to hold the stack level so the papers won't end up on the floor
- Pass out one per family

5. Check-Out

- Return your name tag
- Leave with your family

Giveaways

1. Requirements

- Limit of two children

2. Check-In

- Arrive by 5:00pm for the 5:30 mass (times for special seasonal masses may vary)
- Get your name tag
- Find your seat (typically in the 4th row on the right side wing) and leave your belongings there
- Family members may sit in the back rows of the right side wing
- A committee member will direct you when it is time for the blessing with Father in a circle before mass

3. Procession In/Out

- Not part of either procession

4. Instructions

- After everyone has received communion, a committee member will direct you to the Narthax
- The baskets filled with the giveaways will be all ready under the bench in the Narthax
- Stand in between the two sets of doors (all doors will be propped open)
- Do not block the doorway
- Give each child a basket to hold
- Be sure to hold the basket straight and do not swing it around
- Pass out one per family

5. Check-Out

- Return your name tag
- Leave with your family