



Immaculate Conception Church Liturgical Guidelines

Point People

All liturgical ministers are registered parishioners and should be in good standing with the Catholic Church. The guidelines that follow conform to the theological and liturgical principles in the diocesan guidelines.

Attire and Behavior

Ministers, regardless of age, dress in **business casual attire**. Sneakers/athletic shoes, flip-flops, jeans, T-shirts, sweat/jogging suits, shorts, and skimpy clothing (e.g. spaghetti straps or strapless tops/dresses) of any type are not appropriate, as well as buttons/pins advertising personal agendas, (e.g. political/sports). Always come to the church dressed in case you are needed to serve as a replacement. **Wearing of the liturgical color of the day is encouraged.**

Training and Formation

Technical and practical training are a necessary part of every ministry. Initial orientation and training are required before the new minister enters service. Periodic formation events held to benefit all parish liturgical ministers.

Scheduling/Substitution Procedure

Ministers are required to find their own substitutions; only trained liturgical ministers serve during a liturgy. Scheduling is handled through the Ministry Scheduler Pro (MSP) App. This app is downloaded for free through your app store. Schedules are made at three-month intervals when you will be prompted to enter your unavailable dates. The app will notify you by email two days prior to your scheduled service date. If you are unavailable for your scheduled time then you request a substitute through the MSP App, which will notify you when the position is filled.

All Liturgical Ministers check-in at the kiosk located in the back of the church.

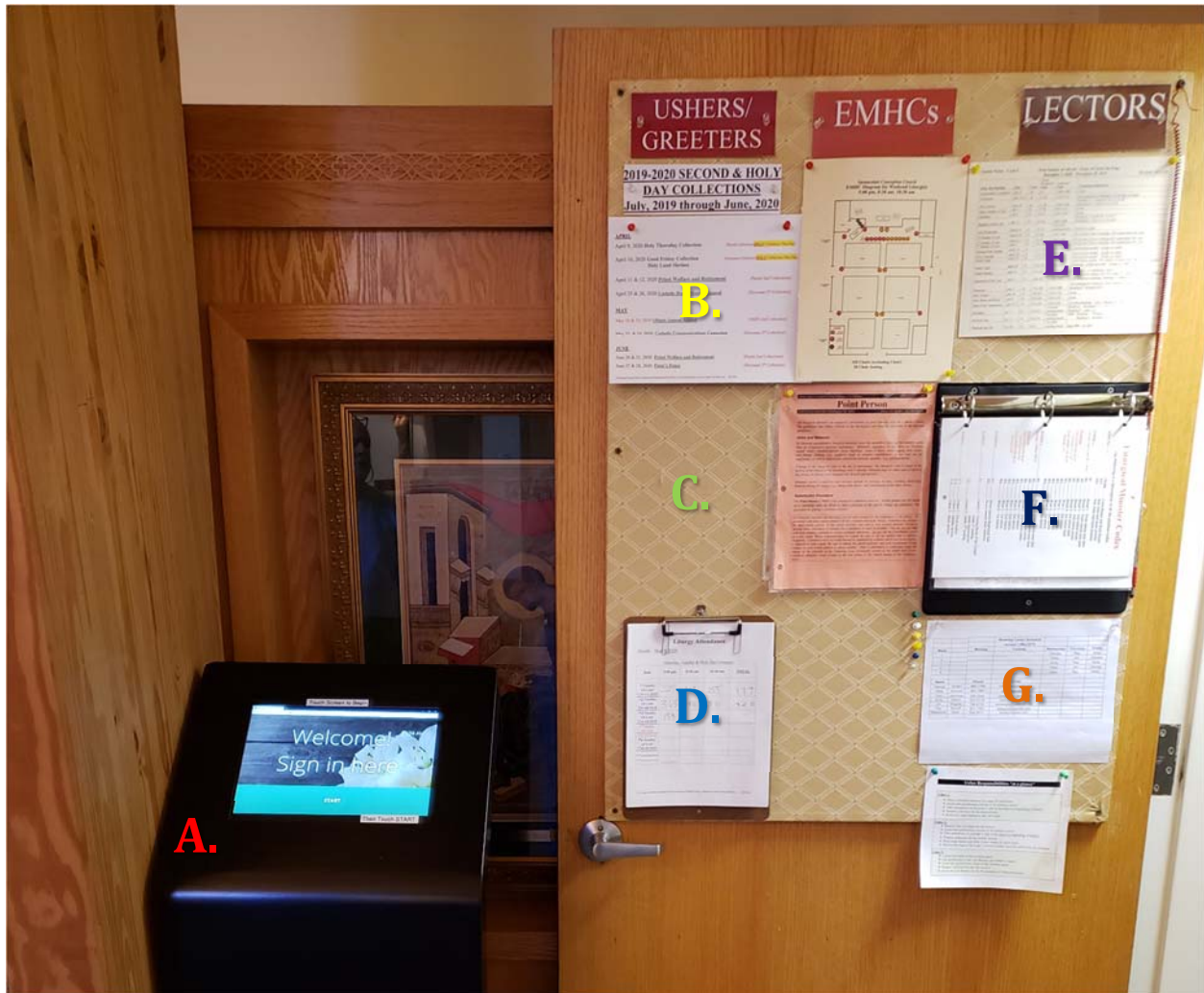


Photo 1. The Liturgical Ministers Closet.

- A. *Ministry Scheduler Pro Kiosk.* The MSP App will prompt you through the check-in process.
- B. *Second Collections List.* For Ushers.
- C. *Alert Messages for all Liturgical Ministers.* Special instructions will be posted here as needed.
- D. *Ushers' Attendance Chart.* To record number of people in attendance at weekend and special liturgies.
- E. *Lector Notes.* Lists which Readings(s) to use when there are options.
- F. *Liturgical Minister Codes.* For identifying which position a Liturgical Minister is serving.
- G. *Weekday Lector Schedule.* For those serving as Lector at weekday liturgies.

Day of the Liturgy

Preparation Prior to the Liturgy

1. Arrive no later than 20 minutes before the liturgy. Check to see if the scheduled ministers for your respective ministry have arrived by looking for their sign-in on the MSP kiosk. The assigned minister may have forgotten to check in. Please make sure that the minister is not present somewhere in the assembly before attempting to find a substitute.
2. If they have not yet signed in, stand somewhere in the Gathering area to watch for other ministers in your group who may be attending the liturgy. In the event that the scheduled minister does not show up ask another minister who is appropriately dressed to fill in for them. To assist in selecting a substitute, a list of ministers sorted by liturgy will be posted in the Liturgical Minister closet for reference.
3. Inform presider that ministers are all present. Note that the Point Person for EMHC/During the Liturgy also informs the presider what the presider's Communion distribution station is (e.g. B1, B4, etc).

After the Liturgy

Let your respective Ministry Coordinator know of ministers who fail to show up for ministry more than two consecutive times. This will enable the Coordinator to contact the minister in case there is a problem that he/she should be aware of.