EXTRAORDINARY MINISTER TRAINING

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May 2017

Opening Prayer

Blessed are you, God of all creation!
I thank you for calling me to serve
your holy people in your house of worship.
May I see you in them and
May they see you in me.
Grant this through Christ our Lord.
Amen

St. Tarcisius Patron Saint of Extraordinary Ministers

AGENDA

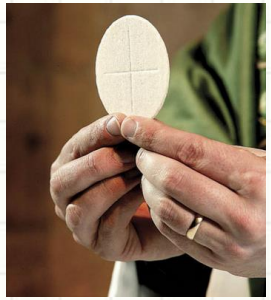
- Opening Prayer
- EM Procedures
- Emergency Procedures
- Closing Prayer

Miracle of the Loaves and Fishes

"… But he said to them, "You give them something to eat. … And taking the five loaves and the two fish, he looked up to heaven and said a blessing over them. Then he broke the loaves and gave them to the disciples to set before the crowd. …"

Luke 9:13-16

Reflecting on our Ministry



- We are **members** of Christ's community at Mass:
  - We **fulfill** our **call to discipleship**
  - We **participate** as an expression of our **dynamic, living**, **faith journey**
  - We **see Jesus in one another**
  - We **share** the presence of the Lord with others in our community
  - We **know** we are **privileged** to participate in the ministry of Christ
  - We are **responsible** for the Body and Blood of Jesus in our care
  - We **bring** ourselves and others to an **intimate relationship with our Lord,** to a **conscious, active, and fruitful participation** in the mystery of Christ
  - We **fulfill** our role with dignity, competence, and grace
  - We **fully participate** in the Mass
  - We **nurture** our ministry through prayer
  - We **grow** in our faith
  - We are **open** to the power of the Spirit working within us
  - We are **instruments** of Christ's Real Presence
  - We **serve** the people of God in the celebration of the Eucharist
  - We are **prepared** to serve

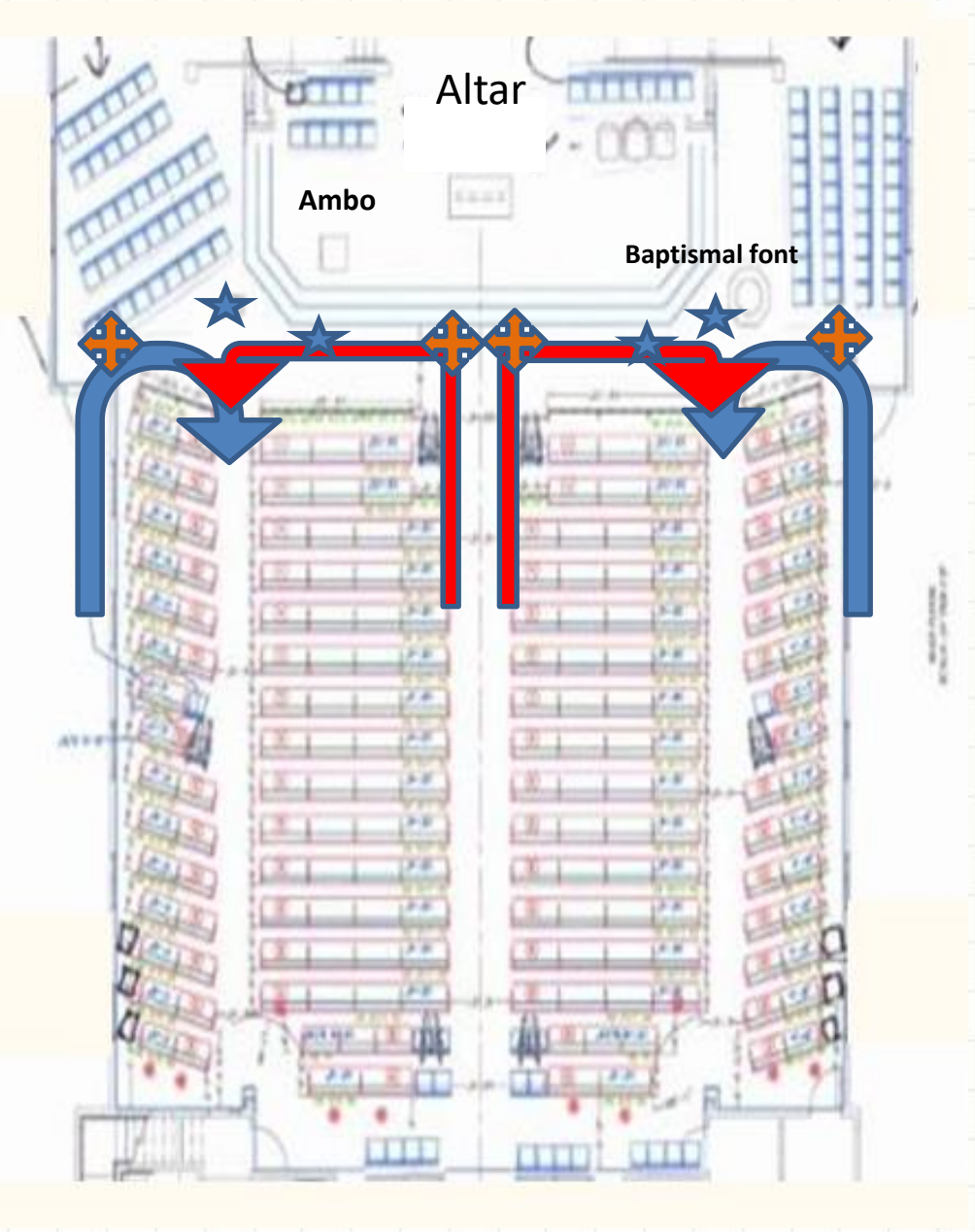
How We Serve the People of God

- We serve with:
  - **Humility:** the honor of serving our Lord follows the example of Christ who humbled Himself to share in our humanity
  - **Hospitality:** all are God's children and privileged guests, including those who are homebound and are unable to participate in the liturgy.
  - **Gratitude:** Eucharist means thanksgiving; we show our thanks through our words and service.
  - **Reverence:** the reverence we show to the Body and Blood of Christ is an example to those in our parish community.

General Information

- ***Attire is business casual:*** (no blue jeans, sneakers, etc.) ***but men must wear ties!***
  - ***If at all possible please be "business casual" anytime you attend Mass in case you are called upon to serve***
- Center aisle will be reserved for processions and Communion only
- All ministers (lectors, greeters for collection, MCs, Extraordinary Ministers) will approach the altar from the side aisles ***not from the center aisle in front of the tabernacle***
- EMs enter the Work Sacristy from the choir side aisle behind the choir chairs:
  - When setting up the credence tables from the sacristy make sure you bow at the altar and genuflect when at/passing before the tabernacle

Communion Paths



= Body EM Station

= Blood EM Station

EM Requirements

- **Before Mass**:
  - Arrive **at least 15 minutes early** to find out where you'll be serving on that day.
  - If not on the schedule but are willing to serve ask the MCs if they need any help
  - Offer to assist the MCs with Mass preparation if needed
  - Reflect on your ministry before Mass begins

On the Altar

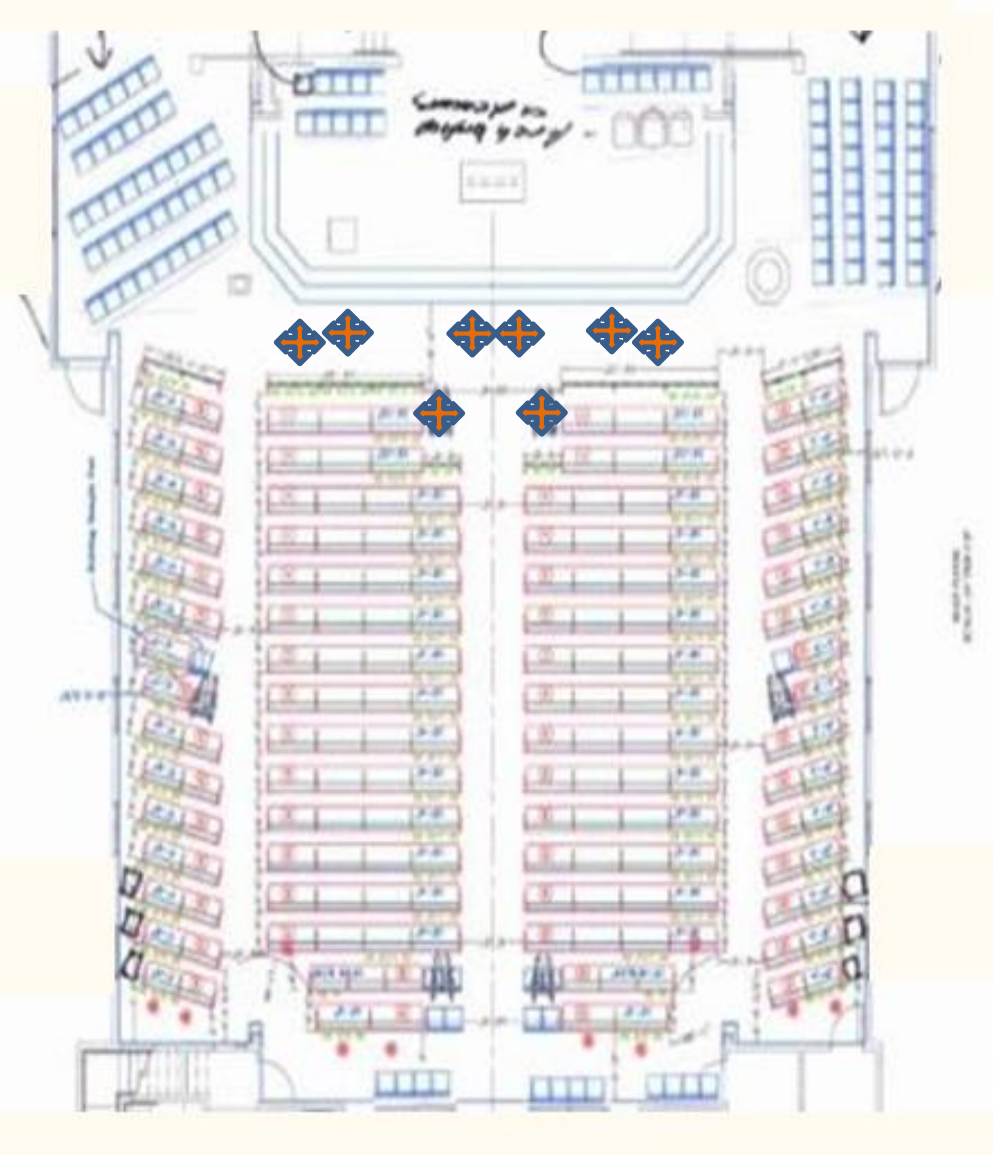
- Approach the altar after the Sign of Peace
- Approach from side aisles ***only on the side where you are serving***
- Bow before stepping up on altar
- Try to never cross to the other side on the altar. If you do have to go to the other side, **turn towards tabernacle and genuflect** before walking to the other side.
- Sanitize your hands at credence table where you're serving
- Stand in a line towards the tabernacle facing the congregation in the order you're serving:

  Body – Blood – Blood – Body (if no Deacon) – Blood – Blood – Body
- After Father receives step up in unison towards the altar
- Font Side Blood EM will give the Precious Blood to the altar servers

Distributing the Blessed Sacrament

- Go to your station making sure there is room in front of you for those receiving Communion to pass by
- When distributing the Precious Blood wipe the lip of the chalice and turn
- Once everyone has received from the sides the side EMs give Communion to any disabled in pews. Then they assist with the center:
  - step towards the center (Body goes to the end of first rows in disabled area, Blood next to other Blood slightly offset towards pew) to assist giving Communion to those receiving in the center aisles
- Once done distributing Communion all EMs return to the altar **without bowing** since you will be carrying the Sacred Vessels.
- The side Body EMs will bring their patens to the altar and place them on the corporal and check with the Blood EMs to see if they need help consuming
- The center Body (either EM or Deacon) will wait to return the combined ciborium to the tabernacle
  - **Genuflect** at tabernacle when opening & before closing tabernacle door.

Where to Stand after Distributing on Side Aisles



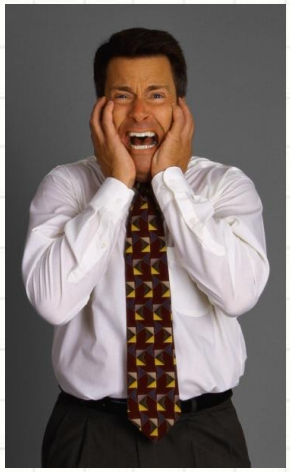
Special Needs at Mass

- **Low gluten hosts:**
  - MC will tell you if there is anyone who will be receiving low glutens at your station
  - Make sure you get your low glutens from the pyx on the altar before you go to your station
  - ***Low gluten hosts must not touch other hosts***. Put low glutens in paten hand and hold paten above; when giving to low gluten parishioners pick up with other hand
  - There are consecrated low gluten hosts in the tabernacle; if someone wants a low-gluten and you don't have it give it to him/her after the Mass.
- **Disabled/Buckingham Choice:**
  - At 8:30 Buckingham Choice residents receive **before** Mass begins
  - Greeter for your station (last in receiving line) will tell you if you need to bring the Body back to parishioners in the pew
  - Both Body and Blood EMs should go to the disabled parishioners

Blessing during Communion

- If a person does not want to receive communion but wants to be blessed:
  - Put your hand by his/her shoulder (for a child you can touch his/her shoulder) and say:
  - “May the blessing and peace of Christ be with you today,” or for a child say:
  - “May the Lord bless you and protect you.”

Mishaps

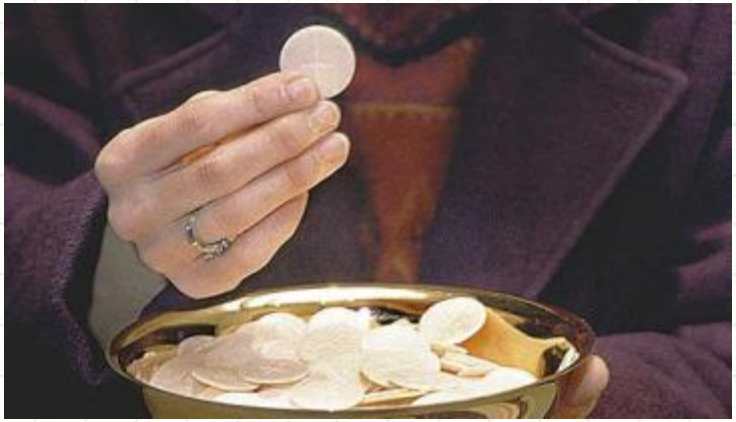


- If you drop the Body:
  - Pick it up, hold it in your hand until after distributing Communion.
  - Can either consume it yourself or put in a purificator. After Mass can dissolve in cup and put down Sacrarium or bury
- If the Body falls out of someone's mouth:
  - Put it in a purificator. After Mass dissolve the Body in a chalice and pour down Sacrarium. Purify chalice with purificator as usual.
- If Precious Blood spills:
  - Cover with a purificator to be cleaned up after Mass
  - Get another purificator from the credence table and continue with Communion
  - For large spills extra purificators are in the back of the second shelf on the font-side credence table. Place over spill and clean up after Mass.

Consuming the Blessed Sacrament

- The **Precious Blood EMs** go directly to the credence table **on the side where they served** and **immediately** consume all the Precious Blood
- The Precious Blood EMs can ask other EMs to assist in consuming the Precious Blood
- *****Never leave the altar without consuming all of the Precious Blood!!*****
- Place purificator over the empty chalice as shown
- When complete all EMs **immediately** go down from the altar **by the side aisles** (*not the center aisle*), bow towards the altar, and return to their seat

EM Procedures



Questions?

After Mass Procedure

- ***<u>**ALL SCHEDULED EMs ARE **REQUIRED** TO STAY AFTER MASS TO PURIFY, CLEAN, AND STORE/SET UP**</u>***
- This is part of your ministry. Don't assume someone else will do this for you.
- If you know you won't be able to stay after Mass then you should use the scheduling system ahead of time to request a substitute.
- We have two credence tables; both need to be cleared or set up
- ***Check at each stage to make sure all Sacred Vessels have been purified. Purification is a requirement!!****

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After Mass: Purification

All purification gets done ***in silence <u>at the credence tables</u>***:

- This is only done after Mass
- The altar is a sacred area the Work Sacristy is not so vessels **must** be purified at the credence table
- Vessels will be on both credence tables
- *"What has passed our lips as food, O Lord, may we possess in purity of heart, that what has been given to us in time may be our healing for eternity."*
- If carafe/additional hosts were not placed on the altar during consecration, they are not consecrated and they don't have to be purified
- Water gets poured into each paten, swirled, then poured into chalices where it is again swirled and consumed. Wipe lip of chalices. All vessels are wiped dry with purificators.
- See video at: https://vimeo.com/106605819 or access from http://www.stjoesbuckeystown. org Mouse over from menu: Ministries and Organizations->Liturgical Ministries-> Liturgical Guidelines and Checklists, go to Extraordinary Minister section

After Mass: the Sacrarium

- The Sacrarium is a special sink found in the Work Sacristy that drains directly to the earth
- It is used as a “first rinse” after purification and for disposing of outdated church oils, dissolved consecrated hosts, ashes, etc.
- ***Check and make sure all Sacred Vessels have been purified first!***
- ***The Precious Blood never gets poured down the Sacrarium. The Precious Blood must always be consumed at the Credence Tables.***

After Mass: Using the Sacrarium

- ***After purification*** at the credence tables bring the Sacred Vessels to the Work Sacristy. Put those to be first rinsed to the ***right*** of the Sacrarium. At the Sacrarium put water into the Sacred Vessels, swirl, and then pour the water into the Sacrarium for the "first rinse." Move vessels to your **left.** ***Make sure all Sacred Vessels have been purified before washing!*** At the sink wash with soap and water. Move washed vessels to your **left.** Dry with paper towels and either set-up for next Mass or store vessels after last Mass.
- **For all used purificators:**
  - Put the stopper in the Sacrarium and pour water into Sacrarium (containers over sink) to rinse Precious Blood out of purificators
  - Wring out most of the water as best you can
  - If there are any lipstick stains rub in some Shout: *do **not** again rinse. Do **not** get Shout into the Sacrarium*
  - Hang wet purificators on racks to dry: *do **not** put wet purificators or towels in the laundry bag*

After Mass: Next Mass Set-Up

- **Font-Side Credence table**:
  - 1 presider chalice and purificator: if Father Frazier presides put purificator and small paten over his red chalice with presider host, if Father Leo put out uncovered large silver chalice
  - 4 chalices with wine for parishioners (completely filled for 10:30)
  - 2 small patens
  - Glass cruet with water, large chrome lavabo with chrome cruet
  - 6 purificators in total: one over Father Frazier's chalice (if presiding), 4 for parishioner chalices, one extra
  - Hand towel, one hand sanitizer
- **Ambo-Side Credence Table:**
  - Crystal cruet with water and one hand towel if Father Frazier presiding
  - One purificator
  - Hand sanitizer
- **Offertory Tables:**
  - Large paten with hosts (300 including what's in tabernacle)
  - Carafe with small amount of wine for presider (Father Leo gets Fre wine)
- See video at: https://vimeo.com/106605561 or access from http://www.stjoesbuckeystown.com Mouse over from menu: Ministries and Organizations->Liturgical Ministries->Liturgical Guidelines and Checklists

Setting up for the Next Mass

Credence Tables

After Mass: For the Last Weekend Mass

- If it is the **last Mass of the day** put away the Sacred Vessels in the left-side locked cabinet in the Work Sacristy
- Father's chalice goes on the right side with a purificator between the chalice and the paten.
- After the 10:30 if there is a **Daily Mass** on Monday set up for Daily Mass

Monday Daily Mass Altar Set-Up

Daily Mass Book Set-Up

- Find date in Ordo for Monday Mass:
- Set up books: from left to right: Roman Missal, Weekday Masses, Commentary, lavalier mic (bring from Vesting Sacristy)

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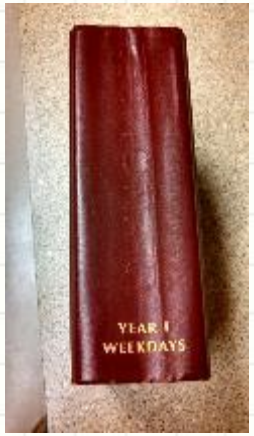
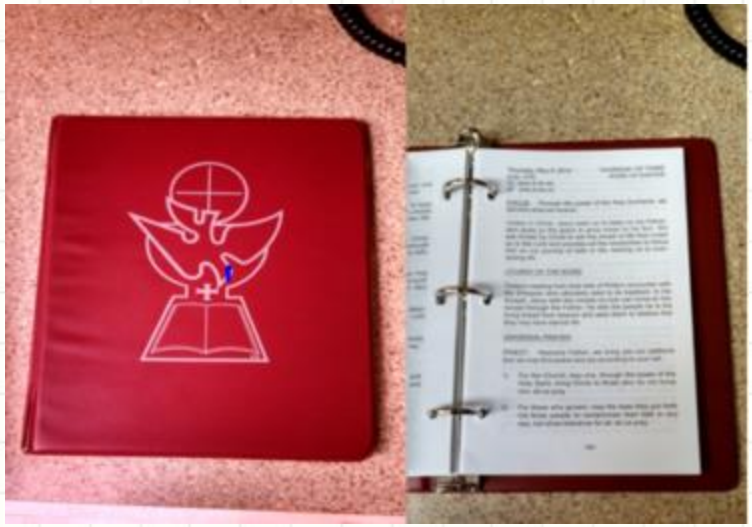
Daily Mass Book Set-Up

- **Roman Missal** (gold cross on cover):
  - Set up for Sunday (today)
  - If Ordo says Saint feast day turn to page 1509. That's the monthly index for the Saint feast day.
  - Put back ribbon on Saint Feast Day
- **Weekday Lectionary**:
  - Set for Monday as per Ordo (e.g, Monday of 29th Sunday in Ordinary Time)
  - Or set for Saint day as indicated in Ordo (towards the back of the book, separate ribbon)



Daily Mass Book Set-Up

- Commentary and Universal Prayer Book:
  - Set up page for Monday date and put tab on page.



Scheduling and Serving

Ministry Scheduler Pro

- We use an automated scheduling system for our weekend Masses:
  - Online enrollment
  - Sends automated email reminders
  - Easily ask for a substitute to all available EMs with one click
- Schedule can be downloaded from scheduling system by clicking on icons in "My Schedules" tab:

- ***Always ask for a substitute if you can't serve***
  - If you don't receive an email saying that someone is subbing for you **no-one has signed up: please call someone if you can**
- ***Always put in your can't serve times*** (you will receive an email reminder every month)
- If you are not scheduled and can serve, **check the schedule** to see if EMs are needed; can do this up to an hour before Mass; also check with MCs when you enter the Church
- ***EMs usually needed for the 4:30 Mass: please help!!***
- New scheduling web page: http://www.stjoesbuckeystown.com/liturgical-ministries/liturgical-ministries-scheduling-and-enrollment-system/

Communion to the Sick/Homebound

- Any EM can bring Communion to the sick or homebound
- If getting the Body at Mass let the presider know so you can be blessed at the end of Mass
- Pyx is available as well as Communion of the Sick book
- Smaller-sized consecrated hosts for the sick are in the large stemmed ciborium in the tabernacle
- Sign in with name, date, time, who visiting (e.g. FMH) in the Work Sacristy
- Put Body in pyx; carry pyx reverently *****<u>on your person</u>*****
- ***<u>Go directly to the sick: Never store the Blessed Sacrament in your home</u>***
- New Guidelines were published: details and slides are on our web site.

Liturgical Concerns

- **Not enough volunteers** in both the EM and MC ministries
  - This is especially true for the 4:30 Saturday Mass
- Consider **once a month ministries**
  - Would really help if we can get several people to sign up for the 4:30 or 8:30 once a month
- Consider **family liturgical participation**:
  - Spousal participation as an MC, EM, lector, or greeter
  - Children/grandchildren: can be altar servers, greeters
    - Children love these ministries and being of service to others brings them closer to God
    - Fosters leadership skills and a sense of accomplishment – alleviates boredom!
- **Funerals**:
  - Need a "tiger team" that can respond to funeral requests at a moment's notice as EMs, MCs, and greeters
  - Would also like to develop adult altar servers

Emergency Procedures

- A copy of the MC Checklist can be found in a white binder in the bottom drawer of the credenza and in the Working Sacristy with the Books
- Emergency and other Procedures in the Checklist:
  - Monitoring panel and alarm
  - Temperature adjustments
  - Microphone and Sound System
  - Pump room alarm
  - Nave Ceiling Lights Go Out
  - Candle Wax Removal
  - Ciborium Cleaning
  - Operating the CD player
  - AED Procedures
  - **Fire Alarm Evacuation Procedures**
  - Points of Contact
  - Location of first aid kits and incident response forms.

Fire Alarm Evacuation Procedures

- The fire alarms in the Church and the Parish Center are on the **same** system: a fire in one place will mean the fire alarms go off in both
- You will hear a voice to **evacuate immediately**
- The MCs are in charge of evacuation with greeters assisting
- Clergy will work with fire responders
- ***Please assist parishioners:***
  - First 6 rows go out side doors
  - **Assist any elderly and disabled**
  - Direct congregation **away from the front of the Church**
  - Evacuation location is the lawn between the Church and the road
  - Do **Not** congregate in the parking lots
  - CLOW children will be evacuated by Faith Formation doors. Parents should meet them there.

More Information

- Guidelines for all the ministries can be found at: http://www.stjoesbuckeystown.org/guidelines-checklists/
- If you notice any problems/issues please make me aware of them as soon as possible liturgy@sjcmmd.org

Practice…
Questions??

Closing Prayer

Jesus, bless these hands
you have chosen as your tools.
Always keep us aware
and in awe of our sacred mission.
Make us worthy of this great ministry
we have humbly accepted,
and send us out into the world
to distribute your love. Amen