

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

Introduction – What is Liturgical Ministry?

- 1) What is *ōliturgyō*?
 - 1.1) Secular - Service in the name of or on behalf of the people
 - 1.2) Religious - Participation by the people of God in the work of God
 - 1.2.1) Celebration of divine worship
 - 1.2.2) Proclamation of the Gospel
 - 1.2.3) Active charity
- 2) What is *ōministryō*?
 - 2.1) Providing service to others
 - 2.2) Based on a spiritual calling
 - 2.3) Requiring commitment, sacrifice and humility
- 3) How do we live the definition of these two words?
 - 3.1) Liturgical ministry is **not** an obligation simply to be fulfilled (contradicts ministry)
 - 3.2) Liturgical ministry is **not** a substitute for full and regular participation in the Mass (contradicts liturgy)
 - 3.3) Liturgical ministry is **not** a role that you play for one hour a week/month (contradicts both)
 - 3.4) *ō* Ministry is the noble and unselfish impulse to tell the good news of God's love for the world in Jesus Christ. *ō* Aelred Rosser, OSB

General Information and Reminders

- 1) Dress Code
 - 1.1) Should not distract the assembly from your ministry *ō* Christ should always be the focus
 - 1.1.1) Reverent, not casual *ō* avoid jeans, tennis shoes, sweats, and other *ō*lounging clothes
 - 1.1.2) Modest, not revealing *ō* avoid low-cut tops and short skirts
 - 1.1.3) Humble, not commercial *ō* avoid large/obvious labels, branding, or printed messages
 - 1.2) Should reinforce your commitment to the nature of the ministry
 - 1.2.1) Willing to serve the whole church community
 - 1.2.2) Willing to serve even if inconvenient or sacrificial
 - 1.2.3) Willing to serve diligently, taking the required time to do all things well
 - 1.3) Dress as though you are going to serve, even if you are not scheduled
 - 1.3.1) *ō*Emergency *ō* Subs may be required right before Mass begins due to a shortage of ministers
 - 1.3.2) Minister may become ill during Mass and require replacement (rare, but it happens)
- 2) Demeanor / Attitude
 - 2.1) Posture / Movement
 - 2.1.1) Avoid slouching, shifting your weight constantly, sticking hands in pockets, etc.
 - 2.1.2) Participate fully and reverently in liturgy by kneeling, standing, singing, etc.
 - 2.2) Conversation
 - 2.2.1) Keep all necessary talking to a minimal volume
 - 2.2.2) Restrict all unnecessary talking, including before and after Mass
 - 2.2.2.1) Shows respect for the presence of God
 - 2.2.2.2) Shows respect for others during their prayer and meditation time
- 3) Presentation / Movement
 - 3.1) Pace yourself *ō* do not rush, but do not proceed too slowly
 - 3.2) Eye contact *ō* respectfully address the person/people to whom you are ministering
 - 3.3) Self-awareness *ō* always monitor your position relative to others (e.g. Ministers of Cup)
 - 3.4) Instill reverence *ō* focus on the nature of your ministry and its significance

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

Ministry-Specific Updates and Notes

1) General Notes

- 1.1) Please conform to the procedures set out by Our Lady of Lourdes when serving here
 - 1.1.1) All other ministers will be expecting certain cues and behaviors
 - 1.1.2) Depending on circumstances, assembly may be confused by unauthorized changes
- 1.2) During Mass, follow directions of celebrant even if they deviate from standard procedure
 - 1.2.1) Assume that some reason exists for requested alteration
 - 1.2.2) Ask questions after Mass if you are confused
 - 1.2.3) Assume that alteration is a one-time event; permanent changes will be advertised

2) Definitions

2.1) Extraordinary Minister of Holy Communion

- 2.1.1) Often abbreviated as EMHC, EM, or Eucharistic Minister
- 2.1.2) Lay minister who assists the clergy with Holy Communion
 - 2.1.2.1) Obtains and arranges sacred vessels on credence tables prior to Mass
 - 2.1.2.2) Distributes Holy Communion during the Mass
 - 2.1.2.3) Cleans and stores sacred vessels in Main Sacristy after Mass
- 2.1.3) Requires regular training and special commissioning by the diocese

2.2) Head EMHC

- 2.2.1) Experienced EMHC who has received additional training beyond normal EME requirements
- 2.2.2) Coordinates the EMHCs before, during, and after Mass
- 2.2.3) Assists the clergy with specific duties relating to Holy Communion

3) Before Mass

- 3.1) Remember to sign in at the back sacristy (see **Scheduling / Attendance / Substitutions section**)
- 3.2) If you are not scheduled but could assist, remember to sign in under "Available If Needed"
 - 3.2.1) Do not assume that if you signed in "As Needed" that you will be needed!
 - 3.2.2) Consider your state of dress before volunteering (see **General Reminders, Item 1**)
- 3.3) The Head EMHC should also do the following:
 - 3.3.1) Check status of Blessed Sacrament in Tabernacle
 - 3.3.1.1) Obtain key from Main Sacristy and leave in Tabernacle during Mass
 - 3.3.1.2) If paten present, transfer Blessed Sacrament into empty ciborium (from sacristy)
 - 3.3.1.3) Assess approximate quantity of Blessed Sacrament remaining in Tabernacle
 - 3.3.2) Set up gift table in back of church
 - 3.3.2.1) Hosts ó amount required for Mass - Tabernacle supply + one large host for priest
 - 3.3.2.2) Wine ó amount required for Mass
 - 3.3.2.3) If extra hosts needed at last minute, small bag usually stored in Vesting Sacristy
 - 3.3.3) Set up credence tables behind altar
 - 3.3.3.1) Chapel side
 - 3.3.3.1.1) Tray with Communion Cups and purificators (7:00 AM = 6, all other Masses = 8)
 - 3.3.3.1.2) Chalice, corporal, purificator, and pall (cloth-covered square for chalice, if used)
 - 3.3.3.2) Choir side
 - 3.3.3.2.1) Washing items ó finger bowl, finger towel (terrycloth), and cruet of water
 - 3.3.3.2.2) Patens ó normally 4 matching ones of same set as large paten on gift table
 - 3.3.4) Determine if musicians will receive Holy Communion; may have received at prior Mass
 - 3.3.4.1) Prevents accidental denial of Communion to music ministers
 - 3.3.4.2) Prevents confusing head nods and/or hand gestures
 - 3.3.4.3) Allows you to coordinate more efficiently with EMHCs on that side of altar
 - 3.3.5) Check sign-in sheet in Vesting Sacristy
 - 3.3.5.1) Make sure sufficient EMHCs are present for Mass

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

- 3.3.5.2) If not, begin scouting for people who are dressed appropriately and would help
- 3.3.6) Check with presiding priest (or Master of Ceremonies) for any last minute instructions.
- 4) Prior to General Distribution of Communion
 - 4.1) Taking places behind altar
 - 4.1.1) EMHCs should come forward during the Sign of Peace
 - 4.1.2) Procedures for Head EMHC
 - 4.1.2.1) **Unless directed by priest, do not bring ciborium from tabernacle** at this point
 - 4.1.2.1.1) May change for special occasions with very large crowd (e.g. Christmas, Easter)
 - 4.1.2.1.2) May vary with visiting priests – if priest directs otherwise, follow his instructions
 - 4.1.2.2) Place extra patens from credence table on altar
 - 4.1.2.2.1) If present, a deacon may have done this already
 - 4.1.2.2.2) Place patens on left side if not too crowded
 - 4.1.2.3) Stand on right-hand side of priest (Chapel side), not too close
 - 4.1.2.4) If needed, remind priest that you are Head EMHC and should not receive paten/cup
 - 4.1.3) All ministers should be in place once the Lamb of God/*Agnus Dei* begins
 - 4.1.4) Once Lamb of God/*Agnus Dei* begins, all ministers stop Sign of Peace and focus on altar
 - 4.2) During Fractioning Rite, **only** priests and deacons (if present) can prepare Body and Blood
 - 4.2.1) Fits with liturgical roles of priest and deacon
 - 4.2.2) Procedure confirmed by Bishops
 - 4.2.3) Head EMHC assists **only** if priest requests assistance (e.g. frail, injured), **but do not ask**
 - 4.2.4) If asked by priest to fill patens, remember the following:
 - 4.2.4.1) To prevent crumbling, always *pick up Body and place into paten* – do not pour/dump
 - 4.2.4.2) Leave some of Precious Body in large paten for refilling during distribution (see below)
 - 4.3) Receiving Communion
 - 4.3.1) The first lay minister to receive Communion should be the Head EMHC
 - 4.3.1.1) Allows them to provide Precious Blood to other ministers if directed by priest
 - 4.3.1.2) Allows them to coordinate the Ministers of the Cup more efficiently
 - 4.3.2) Remaining ministers should receive Body before receiving Precious Blood
 - 4.4) Receiving Paten/Cup
 - 4.4.1) Wait for the priest/deacon to present a paten or cup to you
 - 4.4.1.1) **Do not take any item from the altar yourself**, but ask for purificator if missing
 - 4.4.1.2) **Do not refuse or back away from the item presented to you**
 - 4.4.1.2.1) Is not in keeping with the sacrificial nature of serving Holy Communion
 - 4.4.1.2.2) Leads to ministers jockeying for who gets what – very irreverent, distracting
 - 4.4.2) If other ministers *have received Body* but not Precious Blood yet, offer to serve if practical
 - 4.5) First Communion
 - 4.5.1) Priest will normally make announcement regarding the family/families receiving first
 - 4.5.2) Deacon or another EMHC with Communion Cup should follow priest to front of center aisle
 - 4.5.2.1) If EMHC assists, minister should stand on the side of the priest where the family is seated
 - 4.5.2.2) If more than one First Communion family is present, 2 EMHCs with Cups may be needed
 - 4.5.3) During distribution of First Communion, other ministers should wait and not divert focus
 - 4.5.4) If priest does not return to altar afterward to distribute patens / Cups
 - 4.5.4.1) Head EMHC should distribute patens / Communion Cups to other ministers
 - 4.5.4.2) If Head EMHC assisting priest, then an experienced EMHC should distribute vessels
 - 4.5.4.3) Ministers should **not** simply come forward and take an item
 - 4.5.4.3.1) Too much chance of spilling the Precious Blood
 - 4.5.4.3.2) Does not promote a reverent atmosphere

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

4.6) Placement of Ministers at Steps

- 4.6.1) Begin with one side (normally choir aisle) and work around altar systematically
 - 4.6.1.1) Random shuffling creates confusion for last few ministers who are filling gaps
 - 4.6.1.2) Random shuffling increases likelihood of bad positioning, logjams
 - 4.6.1.3) Random shuffling increases likelihood of spilling Precious Body / Precious Blood
 - 4.6.1.4) Jockeying for position does not convey a sense of reverence in your ministry
- 4.6.2) Watch your positioning
 - 4.6.2.1) Cup ministers should not stand right next to paten ministers
 - 4.6.2.2) Turn toward altar so that remaining EMHCs can see what vessel you hold
 - 4.6.2.3) Don't be afraid to adjust yourselves to left / right if logjams develop
 - 4.6.2.4) Head EMHC can discretely adjust Cup ministers if redeployment becomes necessary
- 4.6.3) Procedures for Head EMHC
 - 4.6.3.1) Once all ministers in place and procession begins, obtain ciborium from Tabernacle
 - 4.6.3.1.1) If Servers present behind altar, partially-full paten can be left on altar briefly
 - 4.6.3.1.2) May depend on priestô if confused, check with priest prior to Mass
 - 4.6.3.2) Keep eyes open for those who need replenishment of patens

5) General Distribution of Communion

5.1) General procedures

- 5.1.1) Make eye contact with each communicant when distributing
- 5.1.2) Paten
 - 5.1.2.1) Elevate Precious Body slightly and **only** say "The Body of Christ."
 - 5.1.2.2) **Never** call the person receiving Communion by name
 - 5.1.2.3) **Always** give the recipient time to say "Amen."
 - 5.1.2.4) If you begin to run low, discretely signal to Head EMHC for assistance / refill
- 5.1.3) Communion Cup
 - 5.1.3.1) Elevate Precious Blood slightly and **only** say "The Blood of Christ."
 - 5.1.3.2) Hand cup to communicant, but be especially attentive with children, frail, etc.
 - 5.1.3.3) **Never** call the person receiving Communion by name
 - 5.1.3.4) **Always** give the recipient time to say "Amen."
 - 5.1.3.5) **Never** return to altar for "refill"ô Precious Blood cannot be transferred between vessels
 - 5.1.3.6) When Cup returned
 - 5.1.3.6.1) Wipe rim with purificator and give cup one quarter turn
 - 5.1.3.6.2) Make sure that purificator is not accidentally dipped into Precious Blood
 - 5.1.3.6.3) Regularly change area of purificator used, unfolding linen as needed
- 5.1.4) If your line is completed, feel free to help another aisle but don't *cause* a logjam
- 5.1.5) Insure that musicians are not skipped, even if you assist another aisle temporarily

5.2) Procedures for Head EMHC

- 5.2.1) Watch for ministers who need additional Precious Body to distribute
- 5.2.2) If supply runs low and priest begins to fraction, then you can indicate this to other EMHCs
 - 5.2.2.1) Do not initiate this process yourself unless absolutely necessary
 - 5.2.2.2) Make sure that you stay on top of other EMHC so that they don't run out entirely

5.3) Watch for those in front who physically cannot come forward (e.g. frail, wheelchair)

- 5.3.1) When in doubt, politely ask person if they require assistance
- 5.3.2) If possible, Hospitality Ministers should inform ministers before Mass

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

5.4) For those who do not receive

5.4.1) ***Look the person in the eyes and only say, “May GOD bless you.”***

- 5.4.1.1) No other wording has been approved for this circumstance
- 5.4.1.2) Keeps EMHCs from forgetting what to say – simple and to-the-point
- 5.4.1.3) Prevents EMHCs from saying different phrases to different people – can give offense

5.4.2) ***Do not place your hand on their head or their shoulder***

- 5.4.2.1) Implies that you are conveying a blessing which lay ministers cannot do
- 5.4.2.2) Confuses the issue with various other instances where priest / deacon lays on hands
 - 5.4.2.2.1) Anointing of the Sick
 - 5.4.2.2.2) Confirmation
- 5.4.2.3) May create hygiene issues, depending on the time of year (flu season, etc.)

5.4.3) ***Do not make the Sign of the Cross on forehead or anywhere else***

5.5) Intinction

- 5.5.1) Process of dipping Precious Body into Precious Blood before consuming
- 5.5.2) Not normally used or encouraged, but person should not be refused for this
- 5.5.3) Cannot be done by communicant – ***must be done by EMHC (see below)***
 - 5.5.3.1) “Self-intinction” is theologically incorrect, misrepresents nature of Communion
 - 5.5.3.2) Yet another opportunity where Precious Body can be spilled
 - 5.5.3.3) If communicant drops Precious Body into Cup, you’re pretty much stuck!

5.6) Irregularities

- 5.6.1) EMHC should not refuse Communion to anyone – you are not authorized to do this
 - 5.6.1.1) If smaller child and he/she looks confused
 - 5.6.1.1.1) Discreetly ask parent if they have received First Communion
 - 5.6.1.1.2) If so, gently remind child how to do everything
 - 5.6.1.1.3) If not, gently say, “I’m sorry” and distribute to parent only
 - 5.6.1.2) If adult, you must assume that they understand what they are requesting
 - 5.6.1.2.1) Provide discrete instructions if they fail to respond with “Amen.”
 - 5.6.1.2.2) Remind them how to receive if they look confused – may be lapsed Catholic
- 5.6.2) Make note of person as best as you can for later description
- 5.6.3) Find priest or deacon immediately after Mass and relay content of issue
- 5.6.4) Priest will address issue outside of Mass and assess situation with that person

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

6) Post-Communion

6.1) If your Cup is empty, return to credence table and deposit Cup and purificator

6.1.1) **Do not wipe out Cup with purificator**

6.1.1.1) Rinsing and cleaning of vessels is done in a specific manner after Mass

6.1.1.2) Limits the amount of Precious Blood that must be disposed during cleaning

6.1.2) **Do not approach another minister for refill!**

6.1.3) Do not assume that last minister can consume all remaining Precious Blood

6.2) Head EMHC should limit focus to the conservation of the Body of Christ

6.2.1) If deacon is present, he will fill ciborium and return to Tabernacle

6.2.2) If no deacon present, allow others to clear altar while you fill and return ciborium

6.2.2.1) Make sure that you pick up and place Precious Bodyô do not pour/dump

6.2.2.2) If ciborium cannot hold all of Precious Body, temporarily use small paten

6.2.2.3) If any small fractions (thirds, fourths) remain, can be consumed at Tabernacle

6.2.3) If items remain on altar, address this **after** ciborium is placed in Tabernacle

6.2.3.1) Be sure to fold the corporal as it has been ironed to catch any particles

6.2.3.2) Place on top of priestø chalice (on credence table)

7) After Mass

7.1) Do not approach the altar until the music has ended (even if other ministers violate this rule)

7.1.1) Distracting to those still worshipping in song

7.1.2) Does not convey reverence

7.2) Cleaning is the responsibility of everyone, so plan to stay 10-15 after Mass as part of your ministry

7.2.1) Return to sanctuary and retrieve all patens / Cups from credence table

7.2.2) Place purificators (not corporal) in laundry pillowcase (3rd drawer on right of far cabinet)

7.3) New directives regarding purification and cleaning of vessels posted on cabinets doors

7.3.1) Using a purificator, lightly brush particles from patens into main/priestø chalice

7.3.2) Put patens back into cabinet (or set out for next Mass, if applicable)

7.3.3) Pour small amount of water into auxiliary communion cups and gently swirl

7.3.4) Pour water from auxiliary cups into main/priestø chalice

7.3.5) Dry auxiliary cups and put them in cabinet (or set out for next Mass, if applicable)

7.3.6) Deacon/priest will consume contents of main/priestø chalice

7.3.6.1) Deacon/priest should make himself available, but you may need to track them down

7.3.6.2) One minister must stay with unconsumed Precious Body and Blood

7.3.6.3) Dry priestø chalice and return to cabinet (or set out for next Mass, if applicable)

7.3.7) Cleaning Communion Cups after final Mass

7.3.7.1) Metal Communion Cups cannot be cleaned in same manner as glass cups

7.3.7.2) Should only be cleaned this way after purification by priest / deacon

7.3.7.3) **Do not immerse entire Cup** in waterô will permeate fittings and rust / tarnish joints

7.3.7.4) Rinse øbowlö of Cup with water onlyô detergent can affect metal over time

7.3.7.5) **Dry with soft finger towel** to prevent scratching (very easy to do)

7.4) Notify clergy or Director of any broken/cracked/defective items

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

Scheduling / Attendance / Substitutions

1) Scheduling Procedures

1.1) New schedules are released every two months

- 1.1.1) Always published on OLL web site - <http://www.ourladyoflourdes.org/ministry/ministry.html>
- 1.1.2) ***If a minister's current email address is known***, then schedule sent directly to email address
 - 1.1.2.1) Should be readable by any word processor or editor (formatting may vary slightly)
 - 1.1.2.2) Any changes in email address should be submitted right away
- 1.1.3) ***If minister has no email / internet access*** (yes, it happens), hard copies are available
 - 1.1.3.1) Ministry Schedules box on literature tables in foyer outside of church (with newsletter)
 - 1.1.3.2) Hospitality Closet (door just inside Cry Room) in plastic drawers on right-hand side
 - 1.1.3.3) ***Ministers with email/internet access should not take hard copies*** please print e-copies

1.2) Schedules include several items

- 1.2.1) Mass assignments ó lists date, Mass time, and ministry
- 1.2.2) Newsletter
 - 1.2.2.1) Provides deadline for submitting vacation dates before next schedule
 - 1.2.2.2) Provides updates to any procedures (e.g. how to set up items prior to Mass)
 - 1.2.2.3) Provides notice of upcoming events (e.g. special Masses, training sessions, etc.)
- 1.2.3) Readings (mainly for Lectors)
 - 1.2.3.1) Included as attachment for those who provide email address
 - 1.2.3.2) Readings available on US Catholic Bishops' web site - <http://www.usccb.org/>
 - 1.2.3.3) Hard copies can be provided if no email/internet access call office directly
- 1.2.4) Any special items not included in Newsletter

2) Unavailable Dates and Substitutions

2.1) Before a new schedule is published, submit vacation/unavailable dates

- 2.1.1) Can be submitted via phone message, email, or on-line web terminal (õMy Profileö tab)
- 2.1.2) ***Must be received > 2 weeks before next schedule is released*** (see deadline at top of Newsletter)
- 2.1.3) Include minister's name, contact information, and dates/Mass times not available

2.2) After a new schedule is published, each minister must find their own substitutes

- 2.2.1) Request a sub using on-line web terminal (MSP) ó ***only use when >2 days available to find sub***
 - 2.2.1.1) Login using your username / password (provided when ministry started)
 - 2.2.1.2) On the õMy Scheduleö tab, find the date/Mass time for which you require a sub
 - 2.2.1.3) Click on the õrequest a subö link at the end of this entry
 - 2.2.1.4) Request sent only to ministers who could accept (i.e. have no conflicts on that date)
 - 2.2.1.5) Web terminal updated to show that õsub requestedö for that slot/Mass
 - 2.2.1.6) **To accept an automated sub request**, click on õvolunteer nowö link in requesting email
 - 2.2.1.7) Acceptance sent to requesting minister, confirming that coverage is arranged
 - 2.2.1.8) Web terminal updated again to show that substitute minister is covering slot
- 2.2.2) Request sub by calling other ministers
 - 2.2.2.1) ***Required option if sub needed on short notice (<2 days in advance)***
 - 2.2.2.2) Once substitute is obtained, submit information to Director via email/phone
 - 2.2.2.3) Access phone lists on-line (MSP)
 - 2.2.2.3.1) Login to web terminal pages and click on õRostersö tab
 - 2.2.2.3.2) Login also via OLL page - <http://www.ourladyoflourdes.org/ministry/ministry.html>
 - 2.2.2.4) Pick up hard copy of phone lists from Hospitality Closet
 - 2.2.2.4.1) First door on left in Cry Room
 - 2.2.2.4.2) Phone lists found in labeled plastic drawer on right-hand side of Closet
 - 2.2.2.4.3) Lists are color-coded to prevent confusion

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

- 3) Attendance Procedures for Regular Weekend Mass
 - 3.1) The Sign-In / Attendance Sheet is located in the Vesting Sacristy (at end of bathroom hallway)
 - 3.2) **Ministers should sign in 15 minutes before Mass begins** and then begin their pre-Mass duties
 - 3.2.1) Allows time to complete all pre-Mass duties
 - 3.2.2) Provides an opportunity for clergy to explain any differences (Holy Day, Baptism, etc.)
 - 3.3) **If you arrive late**, check the Sheet immediately; someone may be covering for you already
 - 3.4) **If you are covering for someone else as a pre-arranged sub**, please remember:
 - 3.4.1) Be sure to fill out the sign-in sheet appropriately *see instructions sheet on cork board*
 - 3.4.2) Do not assume that I received any messages regarding changes/substitutions
 - 3.4.3) Do *not* write substitutions on the master schedule on the cork board
 - 3.5) **If you are not scheduled and you are not a pre-arranged substitute**, please remember:
 - 3.5.1) **Wait until 5 minutes before Mass and check the sheet** *someone may simply be running late*
 - 3.5.2) If you sign in as though you are scheduled, you will take away someone else's chance to serve
 - 3.5.3) Please don't sign in the margin or in another ministry's blanks *confuses me and the clergy*
- 4) Attendance Procedures for Special Masses/Services
 - 4.1) Sign-up sheets are posted in advance to allow trained ministers to volunteer for service
 - 4.1.1) Poster board in foyer *allows people without email/internet access to volunteer*
 - 4.1.1.1) Contact me directly for changes / substitutions
 - 4.1.1.2) If number of required ministers changes, I will rearrange names and contact everyone
 - 4.1.2) Web terminal (MSP) *allows people with internet access to volunteer on-line*
 - 4.2) **Holy Days have sign-in sheets just like regular Sundays, so please remember to sign in**
- 5) Policy Regarding Attendance
 - 5.1) Based on the Sign-In Sheets *if you don't sign in prior to Mass, you're considered absent*
 - 5.2) Chronic absenteeism (> 50%) will entail a reminder, asking if we need to adjust your schedule
 - 5.3) Further absenteeism after the reminder will entail suspension and/or removal from schedule
 - 5.4) Reason for Attendance Policy
 - 5.4.1) Must have minimum number of ministers for Mass to proceed smoothly
 - 5.4.2) Experience dictates that we cannot rely solely on volunteers every week
 - 5.4.3) Prevents confusion and accidents caused by lack of practice/involvement
 - 5.4.4) Encourages respect for other ministers and for the community
 - 5.4.5) Scripture (Acts, St. Paul's letters) repeatedly tells us that we are accountable for our actions
- 6) Extra Schedules / Phone Lists
 - 6.1) Extra copies of new schedule provided every two months when assignments released
 - 6.2) Phone lists updated every 6-12 months depending on turn-over
 - 6.3) Location of extra copies
 - 6.3.1) Hospitality Closet (see above)
 - 6.3.2) Web Site (<http://www.ourladyoflourdes.org/ministry/ministry.html>, see above)

Our Lady of Lourdes Parish

Liturgical Ministry Training – Extraordinary Ministers of Holy Communion / Head EMHCs

Concluding Notes

- 1) Training and (Re-)commissioning
 - 1.1) All liturgical ministers **must** receive training before assuming their duties
 - 1.2) Training dates are normally advertised in at least one of the following places
 - 1.2.1) Sunday Bulletin ó primary location; listed several weeks in advance
 - 1.2.2) Ministry Newsletter ó included with each schedule
 - 1.3) The following ministers should attend a refresher training periodically based on procedure changes
 - 1.3.1) Lectors
 - 1.3.2) Hospitality Ministers
 - 1.3.3) Offertory Ministers
 - 1.3.4) Childrenø Liturgy of the Word
 - 1.3.5) Altar Servers
 - 1.4) All EMHCs must attend a refresher training once every year**
 - 1.4.1) Includes those who distribute to the sick / homebound / school kids / etc.
 - 1.4.2) Required for re-commissioning (see below)
 - 1.4.3) Allows discussion of any changes/clarifications to procedures
 - 1.4.3.1) New regulations announced by USCCB / bishopsø conferences
 - 1.4.3.2) Alterations requested by clergy
 - 1.4.3.3) Changes requested by ministers in response to ongoing issues
 - 1.4.3.4) Changes necessitated by ongoing circumstances
 - 1.5) All EMHCs must be (re-)commissioned once every three (3) years**
 - 1.5.1) Must attend training first (in the case of new ministers)
 - 1.5.2) Must attend refresher course once per year (in the case of returning ministers)
 - 1.5.3) List of new ministers and returning ministers must be reviewed by Monsignor
 - 1.5.4) Approved list then submitted to Bishop for diocesan records (can take some time to process)
 - 1.5.5) (Re-)commissioning blessing offered during Mass
 - 1.5.5.1) EMHC signs the (re-)commissioning attendance sheet before Mass in Vesting Sacristy
 - 1.5.5.2) ***If (re-)commissioning attendance sheet blank, priest will skip blessing!***
 - 1.5.5.3) After homily (normally), EMHC called forward for special blessing
 - 1.5.5.4) Only after blessing can newly-trained EMHC begin their ministry
- 2) Who to Contact with Questions / Problems / Issues
 - 2.1) Worship and Spiritual Life Commission members ó talk to the person who trained you
 - 2.2) Director of Music and Liturgy ó contact me via email, phone, or personal conversation
 - 2.3) Clergy ó contact a deacon or priest through the parish office

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