

St. Max Extraordinary Minister Training Session 2016

Dave and Mary Ann Ellerbrock



Prayer for Extraordinary Ministers of Holy Communion



Blessed are you, God of all
creation!

I thank you for calling me to
serve you and your people in
this community.

Let me nourish your people
with the witness of my life as I
feed them with the Body and
Blood of Christ.

May I see you in them.
May they see you in me.
In Jesus' name, we pray.

PARISH MISSION STATEMENT

Saint Maximilian Kolbe parish is a Roman Catholic Christian community which unselfishly ministers to all people through hospitality, prayer, formation, and service. Eucharist centered and led by the Holy Spirit we strive to be grateful stewards of all God's gifts.



Overview

THANK YOU!!

- ▶ Our goal: ensure a fulfilling ministry experience while assuring reverence and liturgical correctness
- ▶ We are a large ministry---over 300 EMs on roster
 - Each weekend, about 110 EMs are required to help with Communion
 - Need to continually bring in new EMs
 - Constant need for subs - especially in summer

Ordinary and Extraordinary Ministers

- ▶ One of the outcomes of the Second Vatican Council (1963–1965) was greater involvement of the laity in liturgical celebrations, especially in the Mass and distribution of the Holy Eucharist under both species.
 - ▶ Serving as an extraordinary minister of Holy Communion is one way to fulfill our parish mission and our baptismal call to share in the priesthood of Christ.
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Theology of the Eucharist

- ▶ For I received from the Lord what I also handed on to you, that the Lord Jesus, on the night he was handed over, took bread, and, after he had given thanks, broke it and said, “*This is my body that is for you. Do this in remembrance of me.*” In the same way also the cup, after supper, saying, “*This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me.*” For as often as you eat this bread and drink the cup, you proclaim the death of the Lord until he comes. (1 Cor 11:23–26)

Importance of the Eucharist

- ▶ “Please remember that the most precious gift you will ever receive is the gift you receive today in the Eucharist, the Body and Blood of Jesus, our spiritual food and drink.”
 - ▶ (Admonition given to First Communicants)
- ▶ The Eucharist:
 - An act under the Headship of Christ
 - The real presence of Christ

Real Presence of Christ

- ▶ “For Catholics, no act of worship is as sacred as the celebration of the Eucharist, no food more precious than the Body and Blood of the Lord.”
- ▶ As taught by the Second Vatican Council, Christ is present in the Eucharist in four ways:
 - In the assembly
 - In the presider
 - In the Word
 - In the eucharistic elements of bread and wine

Real Presence of Christ

- **“In the most blessed sacrament of the Eucharist ‘the body and blood, together with the soul and divinity, of our Lord Jesus Christ and, therefore, the whole Christ is truly, really, and substantially contained.’”**
(Council of Trent, (1551): DS 1651)
- ▶ The reason the bread and wine are changed into the body and blood of the Lord is to transform us into His Body. We respond by recognizing Christ in the bread and wine and in all those who share in this sacred meal.
- ▶ The Eucharist is both symbol and reality.



15 MINUTES 1% CHALLENGE

Daily Encounter with God's Word

TAKE THE CHALLENGE

Welcome!

Saint Maximilian Kolbe parish is a Roman Catholic Christian community which unselfishly ministers to all people through hospitality, prayer, formation, and service.

Eucharist centered and led by the Holy Spirit



Mass Schedule

Weekend	
Saturday	4:30pm
Sunday	8:00am
	10:00am
	12:00pm

Daily Mass	
Monday-Saturday	8:30am
Wednesday	6:30am

[Complete Schedules](#)

Contact Us
St. Maximilian Kolbe Parish
5720 Hamilton Mason Rd
Liberty Township, OH 45011
web@saint-max.org

Parish Office
Phone 513.777.4322

Open Panel



Saint Maximilian Kolbe Catholic Church

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Search Seek and ye shall find...

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- Worship
- Faith Formation
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- Resources
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You Are Here

Thursday, May 05, 2016

- About Worship
- About the Worship Commission
- Sacraments
- Learning About the Liturgy
- Liturgical Ministers
- Devotions

Music Ministry

1% CHALLENGE

Daily Encounter with God's Word

TAKE THE CHALLENGE

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Saint Maximilian Kolbe parish is a Roman



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You Are Here :: Worship » Liturgical Ministers

Thursday, May 05, 2016



MINISTRY SCHEDULER PRO

Click to access your schedule online

Liturgical Ministry News

Dress Guidelines

Click here to review the dress guidelines for liturgical ministers, as established by the Worship Commission in 2013. Please contact your ministry coordinator or the **Worship Commission** if you have any questions or concerns.

About Liturgical Ministry

Liturgy is an action of the *Christus totus* – head and members. It is the eternal liturgy in heaven in which the Spirit and the Church enable us to participate whenever we celebrate the mystery of salvation in the sacraments. (*Catechism of the Catholic Church* #1138)

It is the whole community – the Body of Christ united with its Head – that celebrates the liturgy. (*CCC* #1140)

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Parish Office

Phone	513.777.4322
Fax	513.777.7264

St. Maximilian Kolbe Parish

Ministry Scheduling Login

Username:

Password:

Remember me on this computer

[Forgot your username or password?](#)



TIP iPhone & Android app now available!

Download **Ministry Scheduler Pro** from the app store on your mobile device and enter your



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- Home
- My Schedule
- Full Schedules
- Rosters
- My Profile
- Help
- Admin

Dear Mary Ann Ellerbrock,

Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings.

You can navigate through the terminal by clicking on the tabs above.

The Spring 2016 schedule is now live and listed under the Full Schedules tab.

- Click on the **My Schedule** tab to see your personal assignments.
- Click on the **Full Schedules** tab to see full schedules.
- Click on the **Rosters** tab to find contact information for others.
- Click on the **My Profile** tab to view or change your personal settings.

We are in need of volunteers to fill the following positions. To volunteer to fill a position, click on the (volunteer now) link.

[Sunday, May 29, 10:00 AM: The Solemnity of the Most Holy Body and Blood of Christ \(10:00 AM Mass\) - EMHC \(2 openings\) \(volunteer now\)](#)

Thank you!

If you have any questions, please contact Mary Ella in the office at: mwieltgos@saint-max.org



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- Home
- My Schedule
- Full Schedules
- Rosters
- My Profile
- Help
- Admin

Export to: Google calendar | iCal / Outlook

You are scheduled to serve at the following times.

- [Sunday, May 15, 10:00 AM: Pentecost Sunday \(10:00 AM Mass\) - EMHC \(request sub\)](#)
- [Sunday, May 22, 10:00 AM: The Solemnity of the Most Holy Trinity \(10:00 AM Mass\) - EMHC - Captain \(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one (request sub) links above.

Saturday, 8:30 AM	VOLUNTEER NOW							
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Week of May 7 - May 14

	EMHC Weekday Morning	Lector Weekday Morning	Sacristan Weekday Morning	Altar Server	Children's Liturgy of the Word	EMHC - Captain	EMHC
Saturday, 4:30 PM (4:30 Mass) Solemnity of the Ascension of the Lord				Paul Walters - Lead Acolyte John Sikora - Acolyte Rose VonErden - Acolyte	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	Bruce Murphy	Marilyn Adams Beth Buckman Chung Bui David Busam Morgan Butterfield Cathy Casto Dave Ceccoli Marilyn Dobson Jill Harris Cindy Johantges (sub requested) - ACCEPT Janet Kempner Jason Leyda (sub requested) - ACCEPT Bernice Oxier Nancy Powers Tim Stoltz Steve Sullivan Doug Teafor (sub requested) - ACCEPT Ali VonErden Jeanne VonErden (sub requested) - ACCEPT Paul VonErden Gerri Walsh (sub requested) - ACCEPT Kevin Walsh (sub requested) - ACCEPT VOLUNTEER NOW VOLUNTEER NOW
				Aden Seger - Lead Acolyte Logan Hage - Acolyte Richie Hiernaux - Acolyte	VOLUNTEER NOW VOLUNTEER NOW VOLUNTEER NOW	Joe Hurm	Laurie Bambrick Karen Borgemenke Giao Bui Thom Bui Shawn Denlinger



Saint Maximilian Kolbe Catholic Church

- Home
- My Schedule
- Full Schedules
- Rosters
- My Profile
- Help
- Admin

Roster

Last name	First name	E-mail	Service preferences
<u>Saturday, 4:30 PM (4:30 Mass) preferred</u>			
Adams	Marilyn	mcadams74@aol.com	ONLY Saturday 4:30P (4:30 Mass)
Anthony	Dennis	anthondm@yahoo.com	ONLY Saturday 4:30P (4:30 Mass)
Back	Jill	back2jill@roadrunner.com	ONLY Saturday 4:30P (4:30 Mass), Sunday 8:00A (8:00A Mass), Sunday 12:00P (Noon Mass)
Buckman	Beth	bdbuckman@aol.com	ONLY Saturday 4:30P (4:30 Mass)
Bui	Chung	nhatchunz@hotmail.com	ONLY Saturday 4:30P (4:30 Mass)
Busam	David	davebusam@hotmail.com	ONLY Saturday 4:30P (4:30 Mass), Sunday 10:00A (10:00A Mass)
Butterfield	Morgan	mbutterfield@fuse.net	ONLY Saturday 4:30P (4:30 Mass)
Casto	Cathy	26mileturtle@gmail.com	ONLY Saturday 4:30P (4:30 Mass), Sunday 10:00A (10:00A Mass)
Casto	Dale	dale.casto09@gmail.com	ONLY Saturday 4:30P (4:30 Mass)
Ceccoli	Dave	dmceccoli@gmail.com	ONLY Saturday 4:30P (4:30 Mass)
Cline	Tony	Tony.Cline@ipaper.com	ONLY Saturday 4:30P (4:30 Mass)
Dobson	Marilyn	madobson13@gmail.com	ONLY Saturday 4:30P (4:30 Mass)
Farris	Diane	dianedfarris@aol.com	ONLY Saturday 4:30P (4:30 Mass)
Frame	Susan	smframe@zoomtown.com	ONLY Saturday 4:30P (4:30 Mass)
Fuller	Jill	jmfuller@fuse.net	ONLY Saturday 4:30P (4:30 Mass)
Graf	Mary	marvgraf@fuse.net	ONLY Saturday 4:30P (4:30 Mass)
Harris	Jill	harris67@zoomtown.com	ONLY Saturday 4:30P (4:30 Mass)
Hinchberger	Doreen	jdhinch@fuse.net	ONLY Saturday 4:30P (4:30 Mass)
Johantges	Cindy	cindyjohantges@cinci.rr.com	ONLY Saturday 4:30P (4:30 Mass)



Saint Maximilian Kolbe Catholic Church

- Home
- My Schedule
- Full Schedules
- Rosters
- My Profile
- Help
- Admin

Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. We will review your submission and schedule as best we can. Please remember that you **must click the Submit button at the bottom of this page** for your request to be processed.

General Information

Phone: Cell:

Address:

Email:

Email me reminders days before my scheduled dates

[Change my login password...](#)

Please make sure to click the "Submit" button at the bottom of this page when finished.

Ministries & Scheduling

Unavailable dates / times

[Add...](#)

Requesting a Sub

Sub request procedure

- ▶ Please submit a sub request online whenever possible; this way everyone knows the needs and what positions can be filled. As a courtesy, please call the EMHC captain if you request a sub or fill an open position after noon on Friday, or 24 hours before a Special Liturgy. If it's done before that, it will reflect in the printed roster. If you don't know how to locate the captain on the scheduler, please ask your EMHC captain or email Dave and Mary Ann at emhc@saint-max.org.
- When you request a sub through the scheduler **it is still your obligation to confirm whether or not it has been filled. If it has not been filled it is your responsibility to start calling other EMHC and try to find someone.**
- If you have exhausted all avenues of trying to find a sub (i.e. website, phone calls, etc.) please contact your Mass Captain and notify them that you will not be able to serve on your designated weekend.

The sign-in procedure

- ▶ **IMPORTANT:** arrive at the sign-in table 20–30 minutes prior to Mass
 - Allows time for Mass Captains to complete sign-in AND prepare themselves for Mass
- ▶ Do you have a special assignment? (C1, C2, C4, C5, P1, P5(MC), Wash)
 - Ask if you are unsure
- ▶ Stop by sign-in table to let Mass Captain know you are not on schedule, but available to sub

Approaching the Sanctuary

- ▶ Once the Sign of Peace has concluded, and as the Lamb of God begins
 - C1, C2, C4, C5, P1 and P5 will go up into the sanctuary
 - C1 minister will pick up the purificators from the credence table for the chalice ministers in the sanctuary
 - All other ministers move towards the back of the church
- ▶ *Do not* exchange the Sign of Peace with others on your way. This is a time of prayer and preparation for Communion.
- ▶ Stand in 2 lines, on either side of the baptismal font with chalice ministers in front of plate ministers. If your position is on the right side of church, stand on the right side of the font. Likewise on the left.
- ▶ Pick up your purificator from the bookshelf before you line up.
- ▶ Sing the Lamb of God litany with the congregation.

Receiving Communion

- ▶ As soon as the first notes of the Communion hymn begin, the 2 lines at the back of the church should reverently process to the front of the church, stopping at the first pews.
- ▶ Once the EMHCs in the sanctuary are fully communicated, P1 and P5 will come down and distribute the Precious Body to all the EMHCs and the 4 chalice ministers will also proceed down and distribute the Precious Blood to only the plate ministers.
- ▶ Chalice ministers will receive the chalice from the priest or deacon, drink from that chalice and then cover it and go directly to your assigned station.
- ▶ Plate ministers will receive the Precious Blood from one of the 4 ministers on the floor, then proceed to the sanctuary to receive a plate from the priest or deacon, and go directly to your assigned station and begin distribution to the congregation.

Distributing the Body of Christ

- ▶ Assume a welcoming stance. You are offering the greatest gift of all!!
- ▶ Grasp a host between your thumb and forefinger
- ▶ Elevate host to eye level of communicant
- ▶ Clearly say to the communicant: “The Body of Christ”
- ▶ Wait for the communicant to respond: “Amen”
- ▶ Place the host in their cupped hands, or as indicated on the tip of their tongue without touching their tongue
 - Rarely, you may not hear an “Amen” right away. If after a brief pause you still do not hear an “Amen”, distribute the host to them

Distributing the Blood of Christ

- ▶ Raise the chalice so that the top is at eye level with the communicant
- ▶ Extending the chalice slightly towards them, say “The Blood of Christ”
- ▶ After they say “Amen”, hand them the chalice
 - For small children or other communicants who may have difficulty holding the chalice (elderly), hand them the chalice but keep your hands near it ready to quickly receive it back. You have to release your hold on the chalice even if only momentarily –the Precious Blood must be offered to and received by the communicant
- ▶ With the unfolded purificator, wipe both the inside and outside part of the chalice that touched the communicant’s lips
- ▶ Rotate the chalice $\frac{1}{4}$ turn to present a new surface for the next communicant
- ▶ Make sure you use as much of the purificator as possible

Intinction—not part of the Roman Catholic practice

- ▶ Intinction is not permitted!
 - ▶ Intinction is when a communicant dips the consecrated bread into the wine
 - ▶ The Blessed Sacrament in both forms must be given to the communicant, not taken by the communicant
 - ▶ Only a priest may distribute using intinction
- 

What do you do when a communicant wants to intinct?

- ▶ As they approach the chalice, and you realize what they want to do, simply place your purificator over the chalice
- ▶ Gently indicate “no” using a quiet voice or shaking your head
- ▶ Words to use:
 - “It is not permitted”
- ▶ You can ask your Mass captain or an ordained minister for assistance if needed if you are later asked why.

What to do after completing your assigned station

- **Plate ministers** should assist at another station if there is only one bread minister distributing or,
 - You may give your remaining hosts to another plate minister
 - No plate ministers should approach the altar with remaining hosts while communion is still going on. **ALWAYS** give the remaining hosts to another minister who is distributing.
- 

What to do after completing your assigned station

- ▶ **Chalice ministers**—if you still have a good amount of Precious Blood in your chalice, watch from the front of the church for a station where the minister has run out, and replace them.
 - ▶ If you have very little left in your chalice, return to the sacristy and consume what is left.
 - ▶ P5 and C5 should distribute to the musicians after their station is completed.
 - ▶ There is no room at any station for more than 2 cups or plates. The **ONLY EXCEPTION** is the choir.
- 

Returning your plate following distribution

- ▶ **If you have remaining hosts**
 - Give your plate to another EM who is also returning their plate (want fewest EMs on the altar).
 - If there is no other EM to hand your plate to, take remaining hosts to the altar and hand your plate to the president.
 - Take your plate(s) to the working sacristy for purification and washing.
 - Do not “visit” on your way back to your seat
- ▶ **If you do not have any remaining hosts**
 - Proceed directly to the working sacristy. **AS OFTEN AS POSSIBLE, CARRY 2 VESSELS TO THE SACRISTY.**
- ▶ ***DO NOT stack unpurified plates***

Returning your chalice following distribution

- ▶ Place the purificator over the chalice.
 - ▶ Return the chalice to the working sacristy.
 - ▶ If the Blood of Christ is visible in the chalice, consume it or have another EM help you consume it in the working sacristy.
 - ▶ We ask that the teenagers not consume the remaining Precious Blood. We ask the adults to assist them.
 - ▶ Place your purificator on top but not **in** the chalice.
 - ▶ Leave your chalice in the sacristy for purification and washing, then return to your seat.
 - ▶ Do not “visit” on your way back to your seat.
- 

Washing purified vessels

- Washing vessels is part of our ministry and we ask that everyone take their turn (4 EMHCs are assigned to wash).
- As soon as Mass has concluded, make your way to the credence table and take items from the credence table to the sacristy
- AFTER THE VESSELS HAVE BEEN PURIFIED BY THE DEACON/PRIEST, wash chalices in warm soapy water, rinse, dry. DO NOT SUBMERGE THEM IN WATER! Wash/dry all vessels in same manner. Please maintain a quiet reverence while the deacon is purifying.
- 12:00 Mass EMs only: wash/dry plates same as cups (above)
- All other Masses: gently wipe the plates clean

Washing purified vessels

- Rinse Father's chalice with warm water and dry. No soap or immersion. Place the chalice in the locked cabinet in the working sacristy.
- Wipe down counters and hang wet towels on drying rack.
- **IMPORTANT:** Notify Mass Captain, deacon or priest of any damaged vessels. **DO NOT** throw the vessel away. Leave them on the counter on a purificator if broken, or covered by a purificator. A staff person will properly attend to them.

Conferring a blessing

- ▶ When a child or adult comes forward for a blessing (indicated by crossing ones arms over the chest), silently trace the sign of the cross on the forehead. This gesture acknowledges the baptismal gesture of tracing the sign of the cross on the forehead of the individual about to be baptized.
- ▶ This is the only way for a lay minister to confer a blessing. Only a priest or deacon may place their hand over the person.
- ▶ Do not use any words, only trace the sign of the cross on the forehead.

The accidental communicant

- ▶ A person approaches you in the Communion line with hands cupped and extended as usual. You distribute to them in the usual manner. Instead of consuming the Blessed Sacrament, you observe them put it in their pocket.

What do you do?

- A. Nothing.
- B. Immediately stop them and retrieve the Blessed Sacrament.
- C. Note where the person is sitting, and after you have finished distributing (or after Mass is dismissed), go to their pew and ask them if they are Catholic and have received First Holy Communion. If not (usually they aren't/haven't), retrieve and consume the Blessed Sacrament.

Pyx Procedure

- ▶ If a communicant presents you with a pyx during the communion procession, simply advise them to see the priest after Mass.
 - ▶ Consecrated hosts for the sick and homebound should be obtained from the ciborium in the tabernacle.
 - ▶ There is a proper format for Holy Communion outside of church. By picking up the consecrated host from the priest after Mass, Father can make sure the parishioner is aware of the proper procedures.
 - ▶ Father needs to be aware of sick parishioners in order to confer a blessing when needed.
- 

What if consecrated species is spilled / dropped / falls to floor?

- DO NOT panic
- This can occur, but rarely
- *If Body of Christ is dropped:*
- Pick it up and place it on the edge of your plate
- *If Blood of Christ is spilled:*
- Stand over the spot where it spilled to prevent stepping on it
- Following distribution, deliberately place your purificator over the spill
- Immediately after Mass
 - notify the Mass Captain
 - return to the area and gently dab the spill with the purificator
- Larger spills may require further treatment



Saint Maximilian Kolbe Catholic Church

MODESTY IN DRESS FOR LITURGICAL MINISTERS

September 14, 2013

"In effect, we all speak by the clothes we wear. Dress is a language, as it is a very form of external expression. It should never be forgotten that the actual clothing of the liturgy is a clothing of sanctity. We are to put on that holiness, realizing the fullness of participation."

-Pope Benedict XVI

All liturgical ministers are asked to recognize the importance of the liturgy and the significance of their role within the celebration, and thus *avoid the following* whenever possible:

- Tank tops, t-shirts, shorts
- Skin-tight clothing
- Low-cut necklines
- Denim
- Short skirts
- Sweatshirts and sweatpants
- Sleeveless dresses and blouses (without a cover-up)
- Flip-flops and running shoes
- Logos which may be of a divisive or suggestive nature
- Any clothing which would distract from participation in the liturgy

Parents are asked to help their children understand the importance of modesty in dress, especially when exercising a liturgical ministry.

Adore the Lord in holy attire. (1 Chronicles 16:29)

Guidelines for EM attire

- ▶ All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine.
 - No denim of any kind
 - No bare shoulders (spaghetti straps) or midriffs
 - No flip-flops (no matter how fancy), no running shoes, men—no sandals
 - No shorts
 - Skirts need to be at least knee length
 - No sweatshirts/sweatpants/shirts with logos
 - Ladies, beware of your neckline: sometimes you need to lean down to distribute to a smaller person
 - Clothing should be in good repair

In summary:

- ▶ We are in this ministry because we feel called to assist in the distribution of the Blessed Sacrament to the faithful of St. Max.
 - ▶ The way ministers of Holy Communion discharge their office will affect what others believe about who and what they are receiving.
 - ▶ The way we dress and carry ourselves reflects the dignity of the ministry which we are a part of and our recognition that the focus should be on the Sacrifice.
 - ▶ Your questions or comments about the ministry are always welcome. You can reach us at emhc@saint-max.org.
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Prayer of Personal Commitment

Heavenly Father, I thank you for calling me to serve you and your people in this community as an extraordinary minister of Holy Communion. I have accepted this responsibility of being an example of Christian living in faith and reaffirm my desire to strive for greater holiness through this sacrament of unity and love.

Grant your strength and holiness to all your extraordinary ministers and make us worthy to bring Christ to others. In Jesus' name we pray.

