

# St. Max Extraordinary Minister Training Session 2018

Ministry Leaders: Sheryl Hudson and Lisa Kaine

*“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)*

**Parish Mission:** 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.

# Prayer for Extraordinary Ministers of Holy Communion

## ***The Source and Summit of our Catholic Faith***



***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)

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, I pray.



# Agenda

- ▶ **Logistics**
  - Scheduling
  - At Mass: Sign In
  - At Mass: Ministry Duties
  
- ▶ **Common Questions**
  
- ▶ **Summary**

# Ministry Scheduler Tool

## Used For ...

- ▶ Accessing/Changing schedules.
- ▶ Updating user profiles.
- ▶ Initiating auto email reminders.
- ▶ Regular weekly masses, weekday and holiday/special masses.

## 3 ways to access:

1. St. Max Website
2. Link provided in email notifications
3. Ministry Scheduler Website

The screenshot shows the login interface for St. Maximilian Kolbe Parish. At the top, it says "St. Maximilian Kolbe Parish" in blue, followed by "Hamilton, OH" and "Ministry Scheduling Login". Below this is a login form with fields for "Username:" and "Password:". There is a "Remember me on this computer" checkbox and a "Login" button. A callout box on the right says "If you don't know your password, [click here](#) and we'll send you an email to reset it." Below the form is a link for "Forgot your username or password?". At the bottom, there is a section titled "A new tool from Rotunda" with a logo and text: "Connect and organize groups of any size with **Unison!** Sign up for a free account and begin communicating with your group members today!" followed by a "Learn more" link. The footer includes "Powered by [Ministry Scheduler Pro.](#)" and "© 2005-2018 [Rotunda Software, LLC.](#)"

**About 1 week after completed training,, you will receive an email with your username and password**

# 1. Access Ministry Scheduler via St Max Website

[www.saint-max.org](http://www.saint-max.org)

Click on  
"Worship &  
Sacraments"

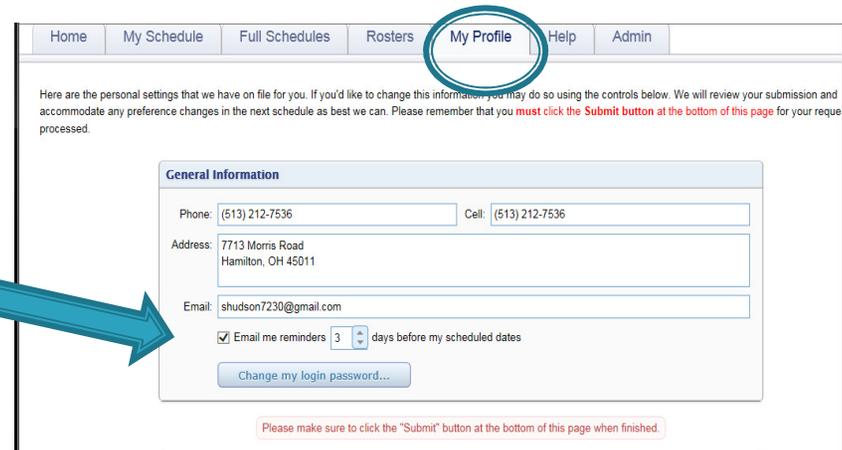
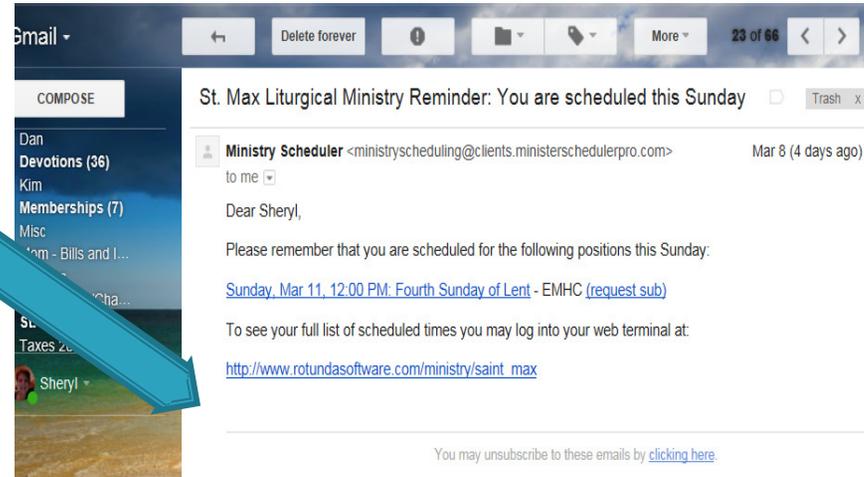
Click on  
"Liturgical  
Ministers"

Click on this  
Hot Link for  
"Ministry  
Scheduler"

The screenshot shows the website for Saint Maximilian Kolbe Catholic Church. The navigation menu includes 'PARISH', 'WORSHIP & SACRAMENTS', 'PARISH LIFE', 'RESOURCES', and 'TOGETHER WE GROW'. The 'WORSHIP & SACRAMENTS' menu is expanded, showing options like 'LITURGICAL MINISTERS', 'MUSIC MINISTRY', 'CHILDREN'S LITURGY OF THE WORD', 'LEARNING ABOUT THE LITURGY', and 'RCIA'. The 'LITURGICAL MINISTERS' option is highlighted. Below this, the 'Liturgical Ministers' page is shown, featuring a 'MINISTRY SCHEDULER PRO' link with the text 'Click to access your schedule online'. A 'Links' section contains a 'Dress Guidelines' link. The page also includes a photo of a church service and a section titled 'About Liturgical Ministry' with a descriptive paragraph.

## 2. Access Ministry Scheduler via Email Notification

- ▶ Link provided in email notifications
- ▶ Set up notifications:
  1. Go to Ministry Scheduler site:  
[http://www.rotundasoftware.com/ministry/saint\\_max](http://www.rotundasoftware.com/ministry/saint_max)
  2. Sign in with user name and password.
  3. Select “My Profile” tab and select the “email reminders” directly under your email address.
  4. Click on “Submit” button to lock in choices.



## 3. Accessing Ministry Scheduler via Ministry Scheduler Site

- ▶ Ministry Scheduler Website:  
[www.rotundasoftware.com/ministry/saint\\_max](http://www.rotundasoftware.com/ministry/saint_max)

Liturgical Ministers x Home x

Secure | <https://secure.rotundasoftware.com/1/web-terminal/home>

Apps | Biblical Words Pronu | Login | Apple | Disney | ESPN | Yahoo! | Welcome to Facebo | Imported From IE

 Saint Maximilian Kolbe Catholic Church

Home | My Schedule | Full Schedules | Rosters | My Profile | Help | Admin | Logout

Dear Mary Ann Ellerbrock,

\*\*\*\*\*

Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, see open positions and ask for substitutes for your assignments.

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

The summer 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, Aug 13, 10:00 AM: Nineteenth Sunday in Ordinary Time \(10:00 AM Mass\)](#) - EMHC (2 openings) ([volunteer now](#))  
[Tuesday, Aug 15, 8:30 AM: Solemnity of the Assumption of the Blessed Virgin Mary](#) - EMHC - Captain ([volunteer now](#))  
[Tuesday, Aug 15, 8:30 AM: Solemnity of the Assumption of the Blessed Virgin Mary](#) - EMHC (7 openings) ([volunteer now](#))  
[Tuesday, Aug 15, 7:30 PM: Solemnity of the Assumption of the Blessed Virgin Mary](#) - EMHC - Captain ([volunteer now](#))  
[Tuesday, Aug 15, 7:30 PM: Solemnity of the Assumption of the Blessed Virgin Mary](#) - EMHC (13 openings) ([volunteer now](#))

\*\*\*

Thank you!

If you have any questions, please contact Mary Ella in the office at: [mwielgos@saint-max.org](mailto:mwielgos@saint-max.org)

# Requesting a Substitute

The screenshot shows a web browser window with the URL <https://secure.rotundasoftware.com/web-terminal/my-schedule>. The page header includes the church logo and navigation links: Home, My Schedule, Full Schedules, Rosters, My Profile, Help, Admin, and Logout. Below the navigation, there are export options for Google calendar, iCal, and Outlook. The main content area states: "You are scheduled to serve at the following times." and lists two scheduled times with "request sub" links. A blue arrow points to the "request sub" link for the second scheduled time. Below the text, there is a "Request a substitute" dialog box with the following text: "Position: Sunday, Mar 18, 12:00 PM: Fifth Sunday of Lent as EMHC - Captain" and a text area for "Comments / reason:". At the bottom of the dialog box are two buttons: "Nevermind" and "Request sub".

▶ Important to request substitute through the site as soon as you can!

- Ideally, no later than the Friday before mass.
- We need 100 stations each weekend.

▶ Click on “My Schedule” and “request sub” link for the date/time you will not be able to serve.

*Whenever possible – when you are **not** scheduled, please ask Mass Captains if they need additional stations filled. This is **especially important** in the summer and during the holidays!* 9

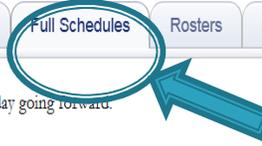
# Ministry Scheduler – continued



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

Log

Here is the schedule from today going forward.

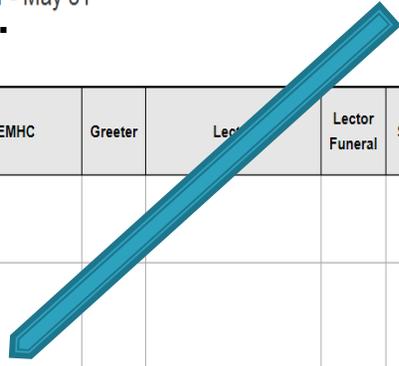


**You can see all mass schedules from this tab, as well as volunteer for stations using the “volunteer” link for any empty spots.**

March 1 - May 31

March 1 - March 3

	EMHC Weekday Morning	Lector Weekday Morning	Sacristan Weekday Morning	Altar Server	Children's Liturgy of the Word	EMHC - Captain	EMHC	Greeter	Lector	Lector Funeral	Sacristan	Sacristan Funeral	Sound Board Tech	Head Usher	Usher	Psalmist	P W N
<a href="#">Thursday, 8:30 AM</a>	Nancy Feverston (sub requested) Christine Guerin <a href="#">VOLUNTEER NOW</a>	Rose Kaepfner	Tammy Silvestri														
<a href="#">Friday, 8:30 AM</a> Mass with Homeschool families	Dennis Blake Christine Guerin		Mary Blake														
<a href="#">Saturday, 8:30 AM</a>							<a href="#">VOLUNTEER NOW</a> <a href="#">VOLUNTEER NOW</a> <a href="#">VOLUNTEER NOW</a>		Steve Feldmann - Lector 1		Jack Latzy						



Week of March 3 - March 10

	EMHC Weekday Morning	Lector Weekday Morning	Sacristan Weekday Morning	Altar Server	Children's Liturgy of the Word	EMHC - Captain	EMHC	Greeter	Lector
				Grace Rudie - Lead Acolyte Chloe Kornau - Acolyte Grace Wells - Acolyte		Susan Frame	David Anthony Kelli Balog Beth Buckman	Mark Aquilio Jocelyn Chess Matt Kornau	Roland Mesue - Lector Jack Lah - Lector 2



# Ministry Scheduler – continued

Home My Schedule Full Schedules **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 accommodate any preference changes in the next 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: (519) 210-7938 Cell: (519) 210-7938

Address: 7713 Maining Road  
Hamilton, ON L8S1T1

Email: jhudson720@gmail.com

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**

Service preferences

f. Sunday, 12:00 PM [Add...](#)

[Remove](#)

[Options](#)

Schedule me only at the services in this list

Unavailable dates / times

[Add...](#)

[Remove](#)

Click the "Add" button to add a can't serve time.

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

**Additional notes or comments**

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

Submit

- ▶ Important to set up profile asap for up to date contact information
- ▶ Ministry time preference
- ▶ Dates you are not available
- ▶ Any other comments you need us to know

▶ **Click on "Submit" to lock in choices!!!**

# Before Mass: Sign-in Procedure

- ▶ ***IMPORTANT:*** Sign in at EMHC table at least 20 minutes before mass
  - Allows time for Mass Captains to complete sign-in and prepare for mass
  - Captains may start accepting substitutes immediately to ensure stations are filled prior to mass
  
- ▶ **Do you have a special assignment?** (C1, C2, C4, C5, P1, Wash)
  - Ask Mass Captain if you are unsure
  - Please strive to be comfortable serving at any station
  
- ▶ **Stop by sign-in table to let Mass Captain know you are not on schedule, but available to sub**
  
- ▶ **Noon Mass:** Include Me Ministry for disabled kids/families in large conference room.

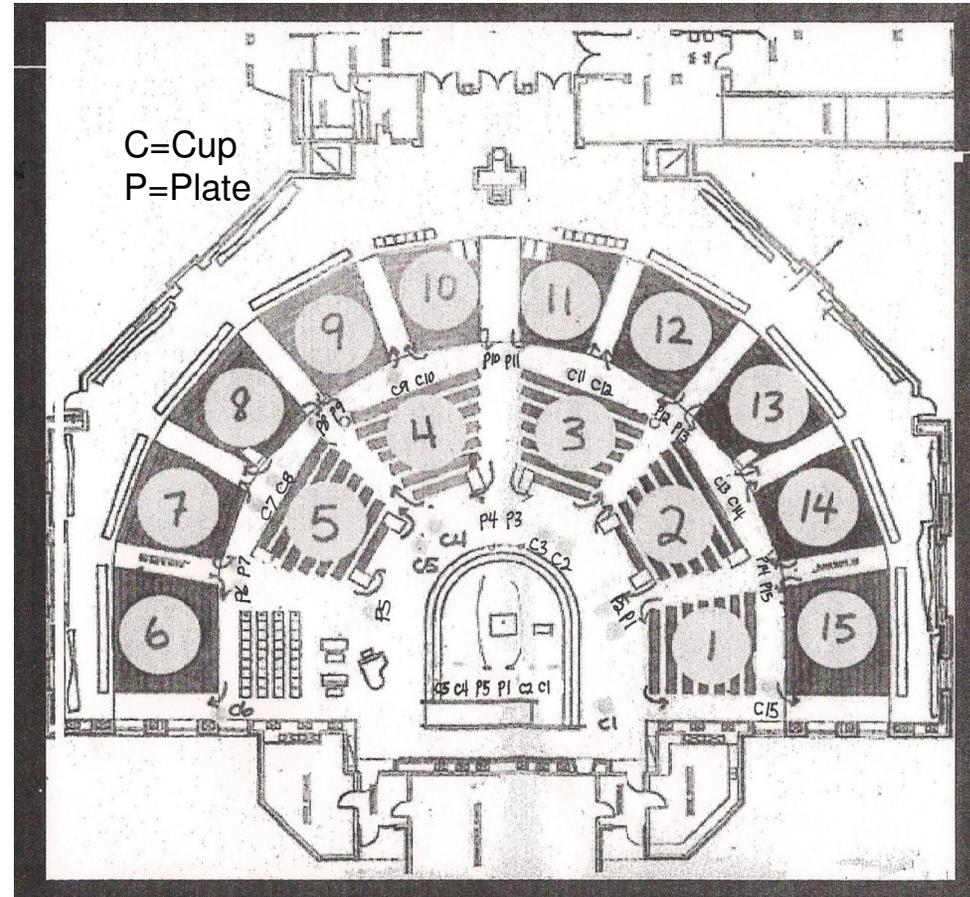
## Example of Sign in Sheet

_____	PRESIDER	_____	P3	Priest	
_____		_____	P5	Captain	Also waits and ministers to music ministers when finished with S
_____		_____	P1	Sanctuary	
_____		_____	P7	WASH	
_____		_____	P9	WASH	
_____		_____	P11		
_____		_____	P13		
_____		_____	P15		
_____	DEACON	_____	C3	Deacon	
_____		_____	C1	Sanctuary	Pick up purificators from credence table
_____		_____	C2	Sanctuary	
_____		_____	C4	Sanctuary	
_____		_____	C5	Sanctuary	Also waits and ministers to music ministers when finished with S
_____		_____	C6	WASH	First in line in communion procession/right side Assists with ministry to choir with C5
_____		_____	C7	WASH	
_____		_____	C9		
_____		_____	C11		
_____		_____	C13		
_____		_____	C15		First in line in communion procession/left side
_____		_____	C8		<b>Noon only - Include Me (Conference Room):</b> _____ P (First plate on the left side. Goes to Conference Room. Ministers to disabled in sanctuary when finished.) _____ C (Last cup on left side. Goes to Conference Room 13 Ministers to disabled in sanctuary when finished.)
_____		_____	C10		
_____		_____	C12		
_____		_____	C14		

# During Mass: Ministry Stations

- ▶ Stations are marked on outside of kneelers in the sanctuary
- ▶ Some mass times require fewer **plate** stations due to the shortage of EMHC ministers.
  - 4:30 pm Saturday: 11 stations
  - 8:00 am Sunday: 11 stations
  - 10:00 am Sunday: 15 stations
  - 12:00 pm Sunday: 12 stations
- ▶ Mass Captains will be able to direct you if you have questions.
- ▶ Cards with the stations are available from Mass Captains.

## 15 station format



# During Mass: Summary of Ministry Duties

## 1. Assemble for Communion

- Assemble at (either) sanctuary or the back of church – depending on your station.
- Chalice ministers need purificators.
- Process towards the sanctuary.

## 2. Approach the Sanctuary/Receive Communion.

- Chalice Ministers receive Host, then go up to sanctuary to receive chalice, then take chalice and go to their station.
- Plate Ministers receive Host, then receive chalice from minister, then go up to sanctuary to receive plate, then take plate to their station.

## 3. Distribute the Body and Blood of Christ to Communicants.

- Wait for “Amen” from communicant
- Blessing (sign of cross on forehead) on children and those in line signifying blessing request (hands crossed on chest)

## 4. Deposit Empty Vessels in Sacristy and Return to Your Seat.

- Take empty vessels to sacristy
- To avoid congestion/traffic, ministers should take 2 vessels to the sacristy whenever possible.

# 1. Assemble for Communion

- ▶ Once the Sign of Peace has concluded, begin assembling:
  - C1, C2, C4, C5, P1 and P5 (Mass Captain) go to the sanctuary
    - C1 minister picks up all the purificators from the credence table and hands to other chalice ministers at the sanctuary.
  - **All other ministers assemble in 2 lines between the baptismal font.** Chalice ministers need to get a purificator from the bookshelf prior to lining up.
    - Ideally, stand on the same side of the baptismal font as your distribution station is:
    - Positions 6 - 10 line up on the right side
    - Positions 11-15 line up on the left side
    - Chalice ministers line up in front of plate ministers
- ▶ **Because this is a time of prayer and preparation for Communion, please *do not* exchange the Sign of Peace with others as you line up.**

## 2. Approaching Sanctuary/Receiving Communion

- ▶ Progress down the aisle as soon as the music begins, stopping at the first pew before the altar.
  
- ▶ Once the EMHCs in the sanctuary are fully communicated, they will come down and distribute to the ministers.
  - After receiving the host, the Chalice ministers go up to the sanctuary to receive the Precious Blood. They, then, cover the chalice with the purificator and immediately go to their assigned stations.
  
  - The Plate ministers receive the Precious Blood from the ministers to the right/left of sacristy, then they go up to the sacristy and receive the plates from the presider/deacon. Then they go immediately to their assigned station and begin distribution.
  
  - For Noon Mass only: Plate minister for the “Include Me” ministry discretely asks the presider/deacon for a Pyx (in addition to the Plate) that may be on the altar.

## 3a. Distributing the Body of Christ

- ▶ **Assume a welcoming stance and smile! You are offering the greatest gift of all!**
  1. Grasp a host between your thumb and forefinger and elevate host to eye level of the communicant.
  2. Clearly say to the communicate: “The Body of Christ”
  3. After the communicant responds, “Amen”, place the host either in their cupped hands OR onto the tip of their tongue.
- ▶ **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 – do not place/lay your hand on them.
- ▶ **If the line is long and you have limited hosts, begin breaking them in half until another minister comes with additional hosts. It is better to break than to run out!**
- ▶ Once distribution is completed and you have hosts left, go to an open station **OR** give the hosts to another minister.
- ▶ If you have an empty plate, either give it to another minister OR take to the sacristy. If there is no other minister to give the hosts to, take it to the altar but only as a last resort.

*Ministers should only carry a maximum of 2 vessels to the sacristy. Stacking plates is not permitted.*

## 3b. Distributing the Blood of Christ

- ▶ ***When walking with the chalice, always cover with a purificator!***
  
- ▶ **Assume a welcoming stance and smile! You are offering the greatest gift of all!**
  1. Raise the chalice to eye level with the communicant and say, "The Blood of Christ".
  2. After they say "Amen", hand the chalice to them. Since the Precious Blood must be offered to AND received by the communicant, you must release your hold on the chalice, but keep your hands near to quickly receive it back.
  3. With the unfolded purificator, wipe both the inside and outside of the chalice that touched the communicant's lips, and rotate it ¼ turn for the next communicant.
  
- ▶ **Once distribution at your station is completed:**
  1. If you still have Precious Blood, go to an empty station to continue distribution. ***Do not pour remaining Precious Blood in another chalice!*** There is no room for more than 1 chalice minister at a station.
  2. If the chalice is empty or there is very little left, place your purificator over it and head toward the sacristy. If possible, give your chalice to another minister to avoid congestion to the sacristy.
  
- ▶ **C5 distributes to the musicians/choir after their station is completed.**
  - Depending on the amount of musicians/choir, the Mass Captain may ask for additional assistance from those who still have Precious Blood available after they have completed their distribution.

## 4. Deposit Empty Vessels in Sacristy and Return to Your Seat.

***Goal: Avoid congestion to the sacristy and unnecessary trips to the altar.***

### **Plate Ministers:**

Do everything possible to redistribute any remaining hosts to other ministers during communion. **No minister should approach the altar** to deposit hosts IF Communion is still going on.

Once Communion is over and there are no opportunities to use up your remaining hosts, bring them to the altar and wait for Father to give you back the empty plate.

Take the empty plate to the sacristy, careful to watch for opportunities to hand off plate to another minister on the way to the sacristy.

### **Chalice Ministers:**

Place the purificator over the chalice and return it to the sacristy, careful to watch for opportunities to hand off to another minister if possible.

Only consume the Precious Blood in the sacristy. We ask that teenagers **do not** consume the remaining Precious Blood but get adults to assist them.

Place chalices on the sacristy counter with your purificator on top but not stuffed in the chalice.

**Do not “visit” on your way back to your seat because it causes disruption and undue attention.**

# Agenda

- ▶ Logistics
  - ▶ Scheduling
  - ▶ At Sunday Mass: Sign In
  - ▶ At Sunday Mass: Ministry Duties
  
- ▶ **Common Questions**

# What's involved with washing the vessels?

- ▶ Washing vessels is part of our ministry and we ask that everyone take their turn (4 EMHCs are assigned to wash at every mass).
- ▶ Deacons are praying and purifying vessels, please be respectful and quiet while this in process.

*All chalices and plates are gold and cannot be fully immersed in water. Please fully dry all vessels before securing them in the locked cabinet.*

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

## Are the EMHC duties the same on weekday or special/holiday Masses?

- ▶ They are similar but vary in # of stations and whether or not ministers process to the sanctuary.
  - Weekday, Funeral, Wedding Masses use much lower # of Stations and usually assemble at the sanctuary only.
  - Holiday masses (i.e. Christmas Midnight Mass, Easter Vigil) require many more EMHCs due to the additional mass locations etc.
  
- ▶ Email appeals are sent by Mary Ella Wielgos directly to ministry members with a link to Ministry Scheduler about 2–3 weeks before the Mass need.
  - Mass Captains will communicate any special processes to each EMHC volunteer at the sign-up desk.

*Please watch your emails and consider volunteering for these masses!*

# What do I do with the “accidental” communicant?

What is an “accidental” communicant? A person who receives the host, but instead of consuming it, the person puts it in their pocket.

## Handling the situation:

- ▶ 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.
- ▶ If you do not feel comfortable approaching this person, please see the Mass Captain, Deacon, or Father.

## What happens if a communicant opens a Pyx?

- ▶ If a communicant presents you with a pyx during the Communion procession, simply advise them to see the priest after Mass.
  - 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 minister to the sick person as fully as possible.
- ▶ Consecrated hosts for the sick and homebound should be obtained from the ciborium in the tabernacle.

*Holly Moran (St. Max Outreach Associate) is always looking for EMHC's to minister hosts to house-bound or ill parishoners.  
Please consider volunteering!*

# What if consecrated species is spilled/ dropped?

***DO NOT panic ... This rarely occurs***

## ***If Body of Christ is dropped:***

- Pick it up and place it on the edge of your plate

## ***If Precious Blood is spilled:***

1. Stand over the spot where it spilled to prevent stepping on it
2. After completing distribution, deliberately place your purificator over the spill
3. Immediately after mass:
  - notify the Mass Captain as larger spills may require further treatment.
  - return to the area and gently dab the spill with the purificator.

## Are there special guidelines for EM attire?

- ▶ All EMHC ministers 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 and wine.
  - In general, modest clothing that is clean and in good repair.
  - Clothing examples to avoid:
    - Denim
    - Tops exposing bare shoulders (spaghetti straps) or midriffs
    - Mini skirts
    - Shorts
    - Sweatshirts/sweatpants/shirts with logos
- ▶ See [www.saint\\_max.org /Worship & Sacraments /Liturgical Ministers](http://www.saint_max.org/Worship%20&%20Sacraments/Liturgical%20Ministers) for “Dress Guidelines” link for complete list.

## In Summary:

- ▶ We are called to assist in the ministry of the Blessed Sacrament to the faithful of St. Max.
  - *There is always a need for EMHC ministers, especially for special/holiday masses! Please visit the EMCH sign up desk for opportunities to volunteer!*
- ▶ Watch your email for your Ministry Scheduler user name/password and update your user profile!
- ▶ If you are interested in bringing Communion to the sick or are able to help at Funeral Masses, please contact Holly Moran at [hmoran@saint-max.org](mailto:hmoran@saint-max.org).
- ▶ Visit [www.saint-max.org](http://www.saint-max.org) under the “Liturgical Minister” site to find copies of this presentation and other resources.
- ▶ Your questions or comments about the ministry are always welcome! You can reach us at [emhc@saint-max.org](mailto:emhc@saint-max.org).

## 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, I pray.