

ST. THERESA EXTRAORDINARY MINISTER OF HOLY COMMUNION GUIDELINES

1. **Arrive a minimum of 10 minutes** prior to the start of Mass. If you are late arriving there is a good possibility someone will have signed in as a substitute.
2. Sign-in in and pick up a cross. The sign-in sheet and crosses are located in the vestibule.
3. Wear the cross until you complete your duties and then place the cross on one of the hooks by the door in the sacristy.
4. **It is your responsibility** to get a substitute when you are not able to come. Do not assume that someone will be at Mass to cover for you.
5. Dress appropriately for your ministry (No shorts, jeans, tank tops, short skirts, flip flops, etc.).
6. If you are not scheduled to serve at the liturgy, please check the sign-in sheet prior to Mass and sign-in as a substitute and take a cross if there is an opening.
7. Ministers do not bow or genuflect when approaching or leaving the sanctuary.

Procedures

1. Go to the sanctuary during the Sign of Peace, clean your hands using the hand sanitizer at the side table and then stand behind the Celebrant. Once the Lamb of God begins you should no longer be greeting anyone, your focus should be on the action at the altar.

If you were late arriving to Mass and all the crosses were taken, do not go up just because you were scheduled.

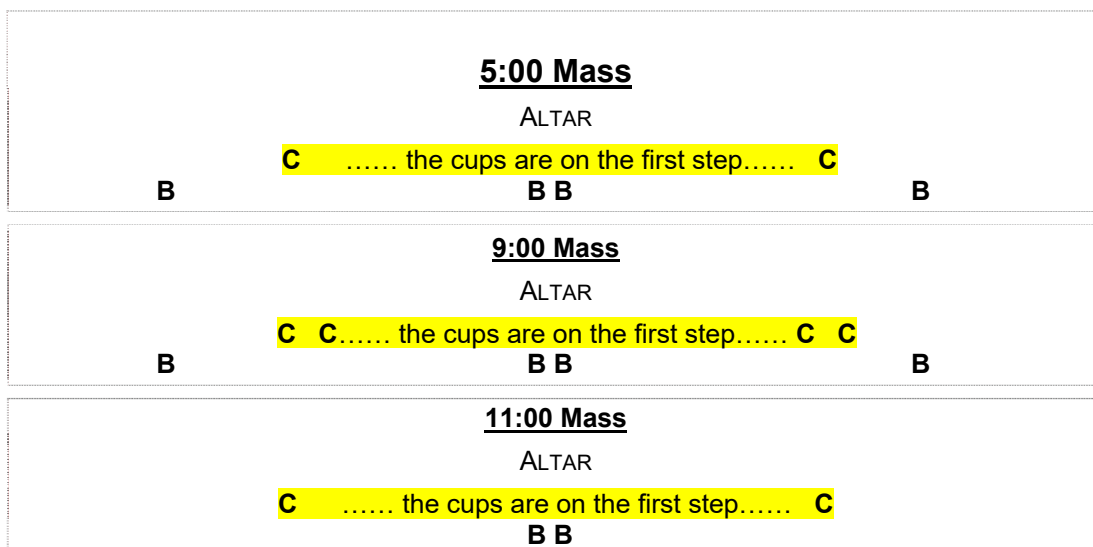
2. Number of ministers required at each liturgy:

5:00 pm	five (5)
9:00 am	seven (7)
11:00 am	three (3)

Each week an updated schedule for the weekend is posted on the wall by the crosses.

3. The first minister to arrive will distribute the hosts into the communion vessels. Once that is completed step back into line.
4. All ministers will receive before ministering to the congregation.
5. As soon as the Presider receives communion the minister closest to his right will step up to the altar and receive the body and blood from the Presider.
6. The Presider and the one minister will give the remaining ministers communion (body and blood).
7. When all ministers have received, they will step forward to the altar and take one of the sacred vessels.
8. The ministers will be responsible for distributing communion to the altar servers.

9. Stations: (B=bread; C=cup)



The Bread Ministers are on the main floor, positioning themselves with the aisles. The Cup Ministers are on the first step, positioning themselves equidistance between the bread stations. Be aware of where you are standing, if you are too close to another station it could be difficult for people to move.

10. Make sure people with disabilities and seniors who cannot come forward receive communion, both the body and blood.
11. Bread Ministers, be aware of how many hosts are in the bowls and how many people are in your line. If you are running low, you have two options:
 1. Go to another station and obtain more hosts.
 2. Start breaking the hosts.
12. If after distributing Communion on your side you notice there is a long line at another station, please move over near that line to assist.
13. If someone who is not receiving Communion comes in the Communion Procession, the minister may offer a simple greeting, e.g., "May Jesus be with you always." The minister may gently touch the person's head. Words or gestures of blessing should be avoided.
14. After completion of distribution:

Ministers of the Cup will go into the sacristy, consume any wine that is left, rinse the cup with water, and consume the rinse water. *(If you are under 21 years of age ask an adult to consume the wine for you.)* Place the purificator in the linen hamper. Place the cup in the sink it will be washed with soap and water by the sacristan. Do not place your cup in the dish drain. **DO NOT** wipe out the cup with the purificator. Wait for the other ministers and then return to your seat.

Ministers of the Bread will go to the tabernacle and wait for the Presider he will combine all the consecrated bread into one bowl. The Presider will hand them their empty bowl and they will take it to the sacristy. Rinse the bowl with water, and consume the rinse water. Place the bowl in the sink it will be washed with soap and water by the sacristan, do not place your bowl in the dish drain. Wait for the other ministers and then return to your seat.

Your personal schedule and roster for Eucharistic Ministers can be found at https://secure.ministryschedulerpro.com/webterminal/login.php?user=st_theresa

User Id: _____

Password: _____

The Eucharistic Minister Schedule is also posted on the parish website.

www.sttheresaokland.org

Choose the Worship and Liturgical Ministries tab.

There is an iPhone & Android app available. Search for Ministry Scheduler Pro.

Enter the Organization Id: st_theresa, your Username and Password

Using the Web Terminal

This technology allows you to log in from your computer and view your schedule, request substitutes and volunteer to fill others' sub requests, and update your personal information and scheduling preferences.

The Web Terminal pane is made up of five tabs. When you log in, you will see the five tabs on your web browser. Each tab has its own content. You can switch between the content for the different tabs by clicking on the tabs' names.

- **Home:** This tab is initially visible to you when you log into the terminal. By default, it contains a brief description of the Web Terminal.
- **My Schedule:** This tab is where you can view your personal schedule. By clicking on the "request swap" link next to one of your scheduled positions, you can request that somebody take your place at that time. This tab also contains a list of all the positions for which swaps have been requested by other ministers. By clicking on the "volunteer now" link next to the swap request position, you can volunteer to fill that position.
- **Full Schedules:** This tab is where you can view the full ministry schedules. These schedules are updated in real time as swaps or other changes are made to the schedules.
- **Rosters:** This tab is where you can view rosters of fellow ministers. The roster contains the minister's names, phone numbers and email addresses. Like the full schedules, these rosters are updated automatically when information in the database changes.
- **My Profile:** This tab is where you can view and request changes to your personal settings, contact information, ministry qualifications, service time preferences, preferred serving frequency, and can't serve times.



Dear Fr. Bob,

Welcome to the Web Terminal for St. Theresa Church!

If this is your first time visiting our web terminal, please click the Help tab above to view a video demonstration of how the system works.

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

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.

Thank you so much for your service to our ministries.