

# **St. Theresa Extraordinary Minister of Holy Communion**

## **Guidelines**

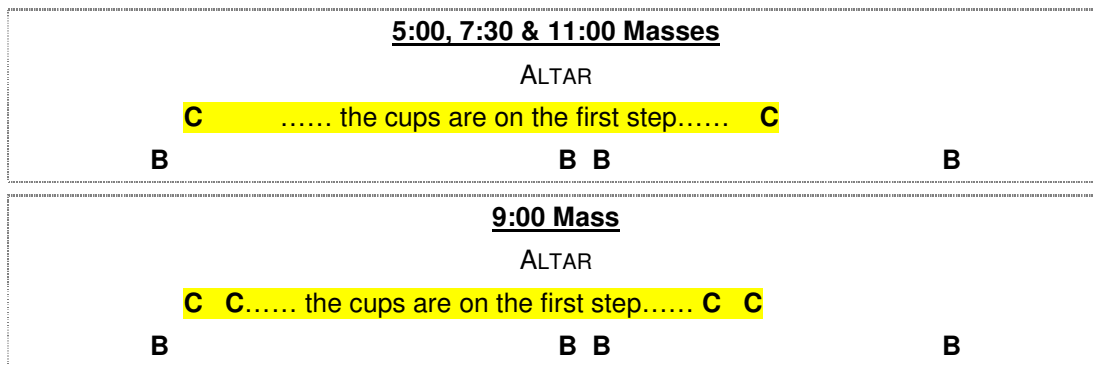
1. **Arrive a minimum of 10 minutes** prior to the start of Mass. If you are late arriving there is a good possibility someone will have signed in as a substitute.
2. Sign-in in and pick up a cross. The sign-in sheet and crosses are located in the vestibule.
3. Wear the cross until you complete your duties and then place the cross on one of the hooks 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 there that can cover for you.
5. Dress appropriately for your ministry (No shorts, jeans, tank tops, 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.
2. Number of ministers required at each liturgy:

5:00 pm	five (5)
7:30 am	five (5)
9:00 am	seven (7)
11:00 am	five (5)
3. All ministers will receive before ministering to the congregation.
4. As soon as the Presider receives communion the minister closets to his right will step up to the altar and receive the body and blood from the Presider.
5. The Presider and the one minister will give the ministers communion (body and blood).
6. When all the ministers have received the Presider will then hand each person the sacred vessels.
7. The ministers will be responsible for distributing communion to the altar servers.

8. 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.

9. Make sure people with disabilities and seniors who cannot come forward receive communion, both the body and blood.
10. 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.
11. If after distributing Communion on your side you notice that there is a long line at another station, please move over near that line to assist.
12. 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.
13. 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. Place the purificator in the linen hamper. Place the cup in the sink it will be washed with soap and water by the sacristan so please 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. 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.

**You personal schedule and roster for Eucharistic Ministers can be found at**  
[https://secure.ministryschedulerpro.com/webterminal/login.php?user=st\\_theresa](https://secure.ministryschedulerpro.com/webterminal/login.php?user=st_theresa)

**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

**The Eucharistic Minister Schedule is posted on the parish website**  
[www.sttheresaokland.parishesonline.com](http://www.sttheresaokland.parishesonline.com)

# Using the Web Terminal

This technology allows you to log in from your home 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 from home, 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. The content of each tab is fully customizable, but each tab has an intended purpose.

- **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 thee 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.

