

# Brief Guidelines for EMHCs (Extraordinary Ministers of Holy Communion)

Current Snapshot: July 8, 2021

- We'd like to have approximately 1 Communion station (including the presider) for every 75-100 attendees.
  - 9am & 11am: We're *guessing* that means 2-3 Communion stations (1 presider + 1-2 EMHCs). **Let's start with just 2** (1 + 1) and see how that works.
  - 6:30pm: We're *guessing* that means 2 Communion stations (1 presider + 1 EMHC)
- **All Communion Ministers must wear a mask while distributing communion.**

## Before Mass:

- Check to ensure the key is in the tabernacle.
  - If it's not, the key is probably on the presider's cart, up near the altar.

## Before Communion:

- *Note for 9:00am Mass:* Communion is distributed at the *very end of Mass*, after the final blessing. Retrieve the ciborium at that time.
- **Ensure that you are wearing a mask.**
- 1. One EMHC should **retrieve the ciborium from the tabernacle** during the Sign of Peace. There is hand sanitizer located in the Blessed Sacrament Chapel. Ensure it has fully dried before retrieving the ciborium.
- 2. Place the ciborium on the altar near the Missal (book), then move to the far side of the altar and stand near the cart. After receiving communion, **sanitize** your hands again using the sanitizer on the cart.
- 3. Once sanitized, the presider will hand you the ciborium. **Hold it in your left hand only**, keeping your right hand free to guarantee it is uncontaminated.

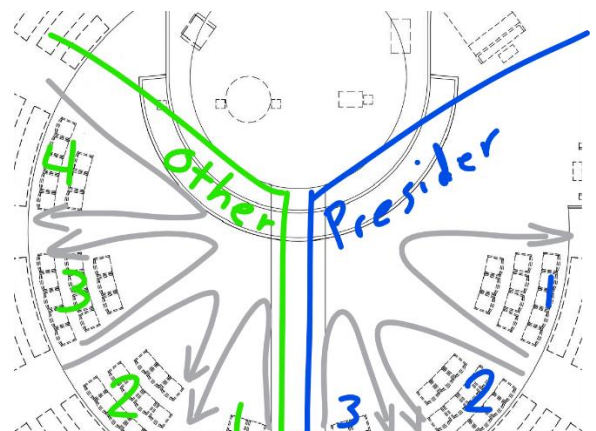
## During Communion:

- Anyone receiving on the tongue *should* wait until the end. Don't enforce this rule.
- Use the hand sanitizer on the pedestal as needed (*e.g.*, after making contact with parishioners, especially if they are receiving on the tongue).

### If there are 2 Communion stations:

(*i.e.*, the presider and 1 other communion minister)

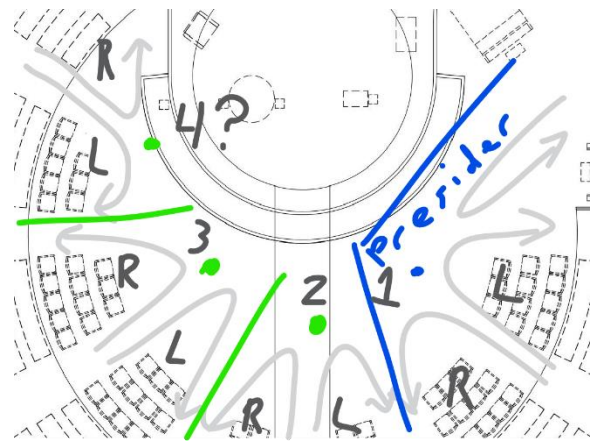
- The **presider** will start with the section closest to the **choir**.
- The **other** communion minister will start at the **centre aisle**.
- Both move to their right until everyone has received.



### If there are 3-4 Communion stations:

(i.e., the presider and 2-3 other communion ministers)

- The **presider** will distribute to the sections closest to the **choir** (and to the choir).
- The **other** communion ministers will be located on the **other green crosses**, starting at the centre aisle.
- All communion stations will distribute to the **section to their left first**, and then to their right.
- If there are only 3 communion stations, the one furthest from the choir will likely distribute to everyone past that point.



### After Communion:

1. Return the ciborium to the altar and step to the side.
2. Once the presider hands you the ciborium, return it to the tabernacle.
3. Sanitize your hands again, and return to your seat.

# Brief Guidelines for Greeters

Current Snapshot: July 8, 2021

## Before Coming to Mass

- Try to familiarize yourself with the general information we have available on our website. (Click the big black Mass Times banner to get to the *Back to "Normal"* page.)

## Before Mass:

- Masks are not required. You are welcome to wear a mask or not according to your own discretion.
- Greet people warmly as they arrive.
- Answer questions and provide information to the extent you're able.
- Please avoid shaking hands and other physical contact at this time.

I think that's all right now?

It's simple, but an extremely important ministry, especially for those who have not been back to church for over a year.

# Brief Guidelines for Ushers

Current Snapshot: July 8, 2021

## Before Mass:

- Help people find seats as needed.
- Particularly in the last 5 minutes, help direct people to avoid congestion at the entrance.
- Masks are not required. You are welcome to wear a mask or not according to your own discretion.

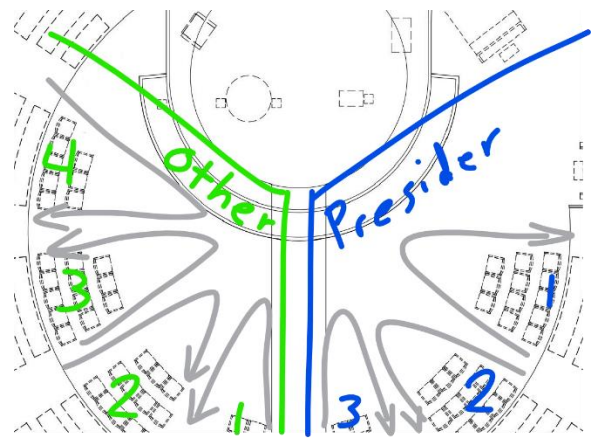
## During Communion:

- **1 Usher should direct traffic for each Communion station.**
  - 9am & 11am: We *anticipate* 2-3 Communion stations. We're starting with just 2.
  - 6:30pm: We *anticipate* 2 Communion stations.
- Keep an eye out for anyone who is unable to come forward to receive communion. Direct the presider to them after everyone else has received.

### If there are 2 Communion stations:

(i.e., the presider and 1 other communion minister)

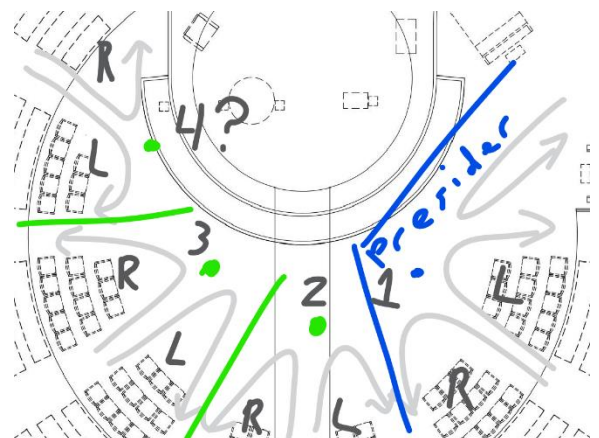
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- The **other** communion ministers will be located on the **other green crosses**, starting at the centre aisle.
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## After Mass:

- **Bring any donations to the safe.**
- *Ensure that two people are working together.*
  1. Collect any donations from the collection bowls.
  2. Get a clear ziplock bag from the Sacristy.
  3. Place the donations in the bag, and then drop it down the slot in the Boardroom.
    - Feel free to also do this near the beginning of Mass if there are donations.

# Brief Guidelines for Coordinators

Current Snapshot: July 8, 2021

The Coordinator role is slowly getting back to normal.

- Masks are not required, *except for Communion Ministers*. You are welcome to wear a mask or not according to your own discretion.

## Ensure ministries are filled if possible:

- **1-2 Greeters, 2-3 Ushers, 1-2 Communion Ministers (EMHCs), 1 Reader**
- For *Ushers & Communion Ministers*:
  - We'd like to have approximately 1 Communion station (including the presider) for every 75-100 attendees, and 1 Usher for each station.
  - 9am & 11am: We're *guessing* that means 2-3 Communion stations (1 presider + 1-2 EMHCs). **Let's start with just 2 stations** (1 + 1) and see how that works.
  - 6:30pm: We're *guessing* that means 2 Communion stations (1 presider + 1 EMHC)
- If needed, the choir (at 9am & 11am) can likely provide a Reader.

## Be familiar:

- Read (or at least skim) the guidelines for the other ministries so that you're generally aware of how things are running.

## Assist or fill in if necessary:

- With so few ministers (and few volunteers) right now, jump in as needed. Thank you.

## Help us improve:

- If you have suggestions/corrections to improve any of these guidelines or to help things flow more smoothly right now, email [andy@holyfamilycathedral.ca](mailto:andy@holyfamilycathedral.ca)

# Brief Guidelines for Readers

Current Snapshot: July 8, 2021

## In General:

- **We just have a single Reader right now.**
- Most of the time, you'll do everything:
  - 1<sup>st</sup> Reading
  - Responsorial Psalm
  - 2<sup>nd</sup> Reading
  - Prayers of the Faithful
- Masks are not required. You are welcome to wear a mask or not according to your own discretion.

## The Choir:

- **A member of the choir will *likely* lead the Psalm.**
- We typically have a choir at the 9am and 11am Mass times.
- It's probably simplest to just step back a bit during the Psalm, rather than returning to your seat and then coming back up again.