

Extraordinary Ministers of Holy Communion **COVID GUIDELINES**

BEFORE MASS

Please dress appropriately – jackets for men and modest attire for the ladies.

Please arrive at least 15 minutes before mass and sign in. Sign in sheets are now located in the Narthex on the table. Deacons will also sign in. When a Deacon is serving, he will be given H3 (Front Communion Table - Center). If there are two priests celebrating Mass, the guest priest will take the H3 (Front Communion Table- Center) position. If you are not scheduled to minister, please volunteer with the Mass Coordinator to fill a vacant position, as needed.

Once you have signed in, please proceed to the altar and be seated in the seats (two are on the landing) and the other chair is on the altar closest to the chairs on the landing. The other remaining chair with the kneeler is for the lector.

A communicant who is gluten intolerant may provide their own host or advise the Mass Coordinator who can set up one for the recipient before Mass. Put the gluten free host in a Pic and place it on the Credence Table on or near the veiled chalice. Please let the Celebrant know before Mass that you or the Mass Coordinator are doing this. It is important also that the celebrant be introduced to the gluten free recipient so he will recognize who it is when receiving

HOLY COMMUNION

After the Priest consumes, please approach the table and sanitize your hands for your safety before you receive Communion. After you have fixed your mask, please return to the table and re-sanitize your hands. If you need to use the handrail, please sanitize your hands after you have exited the altar. There is a small table on the floor with an additional bottle of hand sanitizer.

The Communion stations are H1(Mary's Side), H2 (Joseph's Side), and H3 (Front Communion Table – Center).

H1 (Mary's Side) – The ushers will be removing all ribbons from the unused pews for you to walk and distribute Communion to those on Mary's side in their seats. Please start from the first pew and make your way back, taking care of those sitting on the rear benches also. If you see that the Center pews are still waiting, go ahead and do those pews also. You should also give communion to those who are standing on your side.

H2 (Joseph's Side) – The ushers will be removing all ribbons from the unused pews for you to walk and distribute Communion to those on Joseph's side in their seats. Please start from the first pew and make your way back, taking care of those sitting on the rear benches also. If you see that the Center back pews are still waiting, go ahead and go those pews also. You should also give communion to those who are standing on your side.

H3 (Front Communion Table – Center) – This table is located in the center aisle. Please stand behind the table and distribute Communion.

If anyone approaches you for communion and you suspect they should not, DO NOT REFUSE THEM. Everyone receiving Communion should consume the host immediately. When giving Communion do not ad-lib. Host ministers should say "THE BODY OF CHRIST". The recipient should respond "AMEN", if they do not, you say it for them. Do not personalize with an individual's name or say it any other way than is indicated above.

If anyone approaches you with their arms crossed across their chest, meaning they are not receiving communion, say "May God Bless You." Do the same for children & babies.

AFTER COMMUNION

Host minister should place their ciboria on the side corporal (Blessed Virgin's side). Please place the ciborium onto the altar from the BVM side of the altar, do not place on the altar from the front of the altar. There is no need to bow or genuflect when leaving the altar.

Remember you are a part of an IMPORTANT and HOLY ministry. If you are unable to keep your scheduled time, please arrange for your own replacement or you may use Ministry Scheduler Pro. Directions for this system are below.

AUTHORITY AND ASSIGNMENTS

Extraordinary Ministers are commissioned annually by the pastor to serve only this parish.

SCHEDULING INSTRUCTIONS

 Log into the Ministry Scheduler Pro Website:
<http://www.ministryschedulerpro.com?user=stfrancisbythesea>

- ✚ If you have forgotten your password or your login, please let Colleen know either via e-mail at c-rzec@stfrancisshi.org or you may call her at 681-6350 ext. 288.
- ✚ When you log into the site, you will see 5 tabs: "HOME", "MY SCHEDULE", "FULL SCHEDULES", "ROSTERS", AND "PROFILE"
- ✚ The "HOME" Tab – This tab is a general overview of each of the tabs.
- ✚ The "MY SCHEDULE" Tab – This tab contains the dates that you are currently scheduled. It also includes the entire schedule that you may print out if you have misplaced the original schedule sent out.
- ✚ Requesting a swap – if you find that you are unable to serve at any of the scheduled times, simply click on the "Request Swap" link after your scheduled time. This will enable you to request the swap. This swap will go out to everyone on Ministry Scheduler Pro. If you choose to get a substitute on your own, please do not put it out on Ministry Scheduler Pro. This causes confusion and duplication of substitutes for your position.
- ✚ Accepting the Swap – if you receive an e-mail requesting a swap, simply just click on the "Volunteer Now" link that is located right after the date and time of the mass. This will automatically schedule you for that mass, send an e-mail to the person requesting the swap, an e-mail to you telling you the swap has been accepted, and an e-mail to Colleen here at St. Francis.
- ✚ The "FULL SCHEDULES" Tab – This tab also includes the entire schedule.
- ✚ The "ROSTER" Tab – This includes the entire roster for both the Altar Servers and the Extraordinary Ministers. The roster includes phone numbers, addresses, e-mail addresses, and also service preference times.
- ✚ The "PROFILE" Tab – This tab includes general information: Name, address, phone number, and e-mail address. You may also go on this and change your password to something that is easier to remember.
- ✚ Right underneath the password information are your Active Ministries and Service Times. If they are incorrect, please update them.
- ✚ Lastly, if you know of upcoming days that you are unable to serve, please put those dates in the "Can't Serve Dates and Times". This information will automatically go right into the system. If you put these dates into the system, you do not have to e-mail Colleen or phone her with your vacation plans.

If you have any questions or if you would like to stop by and get a tutorial of the site, please call Colleen and make an appointment.