



MARY, QUEEN OF THE FAMILY PARISH, BLACKTOWN

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EXCERPT OF

STANDARD OPERATING PROCEDURES FOR LITURGY

Mary, Queen of the Family Parish is a welcoming, diverse, multicultural, Catholic community. We seek to live, teach and share the joy of the Gospel; to grow as disciples of Jesus through prayer, witness and action and to respond to the needs of the family in the Blacktown community and beyond.

Revised March 2017

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INTRODUCTION

STANDARD OPERATING PROCEDURES FOR LITURGY AT MARY, QUEEN OF THE FAMILY PARISH.

Whilst it may seem odd that a Catholic church would have “Standard Operating Procedures”, the church is an organisation made up of people. All people need guidance and basic procedures to do what we do in the best way that we can.

FOR WHOM

These standard operating procedures are for ministers in all liturgical ministries, including clergy (resident and visiting). These procedures are provided so that all ministers are aware of the liturgical practices at Mary, Queen of the Family parish. Following this procedure will ensure that liturgies flow in the most reverent manner possible, making each liturgy a time where people will recognize and experience Christ truly present in the People, the Priest, the Word and the Eucharist.

PURPOSE

The following standard operating procedures for Mary, Queen of the Family Parish reflect the directions of the *General Instruction of the Roman Missal*¹ as well as best practice responding to the local situation of the Catholic Parish of Blacktown. Together we can make the God of Love known to all through the Mass.

REVISION

These Standard Operating Procedures for Liturgy are a living document and will be revised regularly based on the practice and needs of Mary, Queen of the Family Parish and the direction taken by the wider Church.

¹ (the detailed document governing the celebration of Mass of the ordinary form in the Roman Rite of the Catholic Church)

FOREWORD

Fr Peter Confeggi
Parish Priest

In 2016, I, with the support of the Parish Pastoral Council, Finance Committee and Parish Team, set the goal of renewing our ministries and raising up new ministers.

I am happy to present Standard Operating Procedures for Liturgy at Mary, Queen of the Family Parish Blacktown. While this expression comes from the corporate world, it is employed to build up the common culture of our prayer life in our parish.

These Standard Operating Procedures for Liturgy have emerged from the feedback of parishioners, responses of ministers themselves, clergy observations and evaluation from the Liturgy Team. In all of this, attention has been given to the General Instruction of the Roman Missal and directives and guidelines of the Parramatta Diocese.

The Australian Church, and indeed the universal Church through the document

“Integrity in the Service of the Church”

<https://www.catholic.org.au/documents/1345-integrity-in-service-of-the-church-1/file>)

calls our Church into a new culture of transparency and accountability which must be reflected in our all our ministries. This document produced by the Australian Catholic Bishops Conference is a Document of Principles and Standards for Lay Workers in the Catholic Church in Australia. This includes all people who minister in our parishes.

I would like to thank all who have contributed to this document and I ask you to become familiar with this document for the purposes of building up the spirit of prayer and devotion in our prayer.

In all that, we need to always ensure that each liturgy is a time where people will recognize and experience Christ truly present in the People, the Priest, the Word and the Eucharist.

Fr Peter Confeggi
Parish Priest
March 2017

APPENDIX 8: EXTRAORDINARY MINISTERS OF HOLY COMMUNION DUTIES

PLEASE NOTE THIS IS NOT IN THE MARCH VERSION 2017 OF THE STANDARD OPERATING PROCEDURES FOR LITURGY

1. "The Priest may be assisted in the distribution of Communion by other priests who happen to be present. If such priests are not present and there is a very large number of communicants, the priest may call upon extraordinary ministers to assist him, i.e., duly instituted acolytes or even other faithful who have been deputed for this purpose. In case of necessity, the priest may depute suitable faithful for this single occasion." (GIRM #162)
2. "Let them [the faithful who are special ministers of communion] strive to be worthy of this office, foster their own devotion to the Eucharist and show an example to the rest of the faithful by their own devotion and reverence towards the most august sacrament of the altar." (Immensae caritatis (1973) VI)
3. Adult men and women may fulfil the duties of an Extraordinary Minister of Holy Communion.
4. The Priest stands at the altar leading the Eucharistic Prayer. To preserve this presidential role no one (except other concelebrants or a Deacon) stands beside the Priest at the altar. Nor does the Acolyte sit at the side of the Priest. The Priest's chair symbolises his unique presidential role and is shared only by Deacons if available.

PREPARATION FOR MASS

1. Be sure that you have read any special notes for the Mass, e.g., Ministry newsletter, What's on at Mass, Presider's Notes. These are emailed to ministers each week and are available on the Sacristy noticeboard, in the Presider's Guide and Commentator's folder.
2. Arrive at least 15 minutes before the beginning of Mass.
3. Upon arrival, and if rostered on to serve at a Mass. Inform the Adult Server/Acolyte that they have arrived. Please wear the corresponding ministry medallion if serving during the Mass. (Please see section - Attire)
4. If at approximately 5-10 minutes before Mass some liturgical ministry roles are not filled, the Acolyte/Adult Server will ask a member of the Congregation who is known to be able to fulfil the role of the Minister that is required. Unfortunately if you arrive to Mass after this time, your rostered position may have been filled by another person.
5. Take your place with the community and participate fully, actively and consciously in the celebration.

DISTRIBUTION OF COMMUNION TO EXTRAORDINARY MINISTERS OF HOLY COMMUNION

1. At the time of time of Lamb of God, Extraordinary Ministers of Holy Communion will stand in a line on the left-hand side of sanctuary.
 - St Patrick's Church: please stand alongside the ramp until the Priest invites you to receive communion.
 - St Michael's Church: please stand behind the baptismal font until the Priest invites you to receive communion.
2. There will be hand sanitizer available for ministers to wash their hands if needed.
3. Servers will be on the sanctuary with the Priest representing the community. (see DISTRIBUTION OF COMMUNION TO ADULT SERVERS/ACOLYTES and ALTAR SERVERS) Extraordinary Ministers of Holy Communion are to remain standing at this time.
4. Extraordinary Ministers of Holy Communion will move to the Priest on the sanctuary and receive communion. The Extraordinary Ministers of Holy Communion will then receive from the chalice if they wish, collect their sacred vessel and move to their position.
5. Extraordinary Ministers of Holy Communion will know which position they are to go to via a numbering system. There will be numbered positions on a map in the sacristy as well as on the floor of the church at each position.
6. When the Extraordinary Minister of Holy Communion picks up the sacred vessel from the altar, look at the number on the altar directly underneath where the sacred vessel has been collected and move to that position.
7. The Extraordinary Minister of Holy Communion who is in position #3 and #B at St Patrick's Church is to distribute communion to the choir. They must remain near the choir and wait until the choir is ready to receive communion.
8. The Extraordinary Minister of Holy Communion who is in position #2 and #A at St Michael's Church is to distribute communion to the choir. They must remain near the choir and wait until the choir is ready to receive communion.
9. If an individual should present themselves to an Extraordinary Minister of Holy Communion for a blessing (indicated by their arms across their body) please follow this procedure:
 - Without holding a consecrated host in your hand, place your hand on the person's shoulder.
 - Say the words, "May God Bless You."

10. Do not use the ciborium to offer a blessing over the head of an individual as there is a higher risk of them knocking the ciborium and spilling consecrated hosts.

Figure 2: ST PATRICK'S CHURCH:
Communion Positions when receiving sacred vessel from the altar. This image will be on the altar. When you collect your Sacred Vessel, move to the corresponding position in the Church.

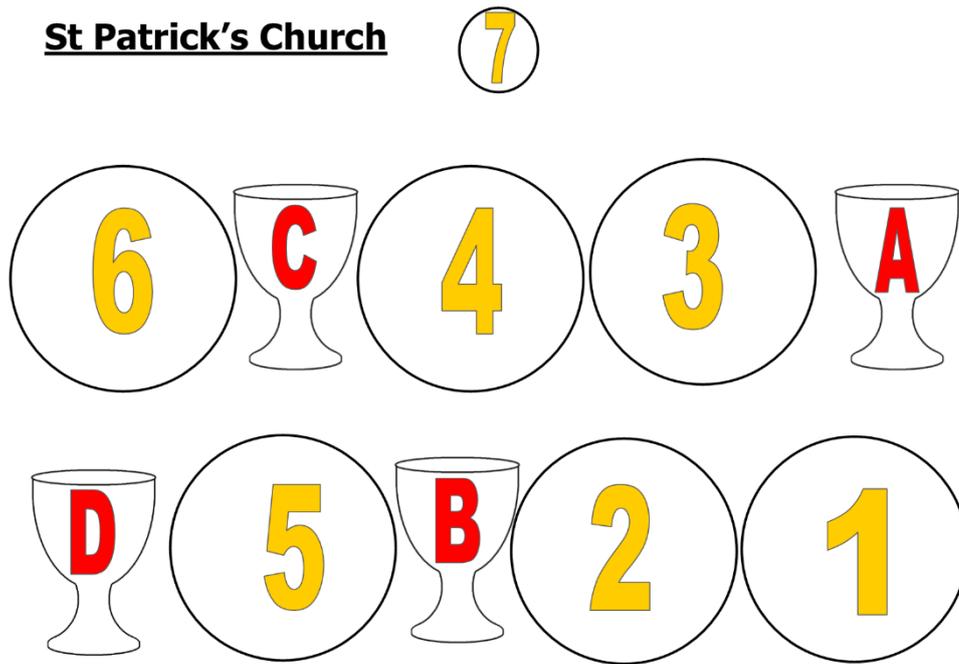


Figure 3: ST PATRICK'S CHURCH POSITIONS

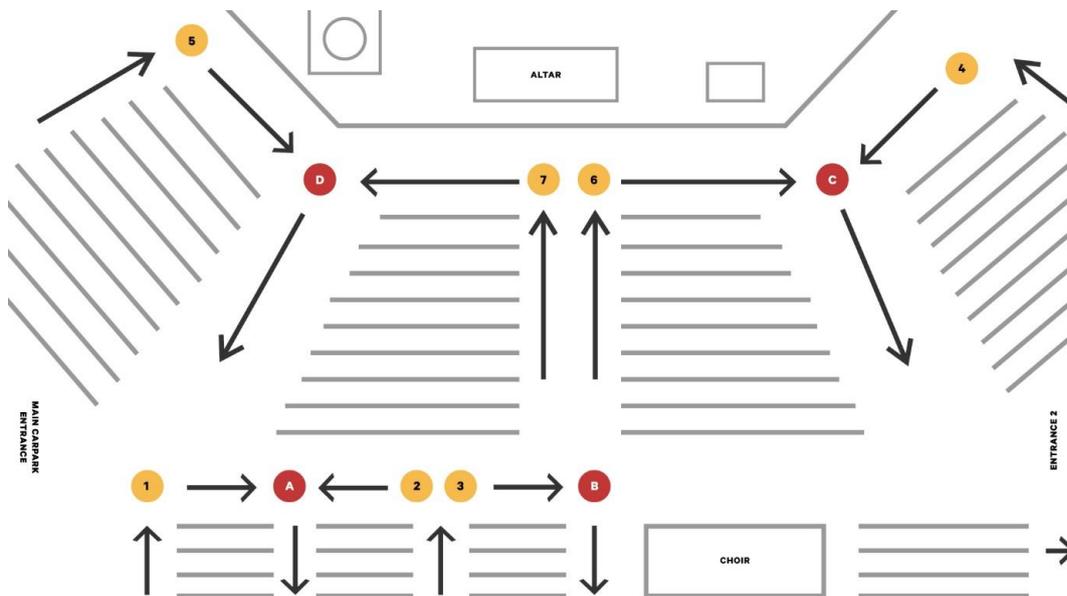


Figure 4: ST MICHAEL'S CHURCH:

Communion Positions when receiving sacred vessel from the altar. This image will be on the altar. When you collect your Sacred Vessel, move to the corresponding position in the Church.

St Michael's Church

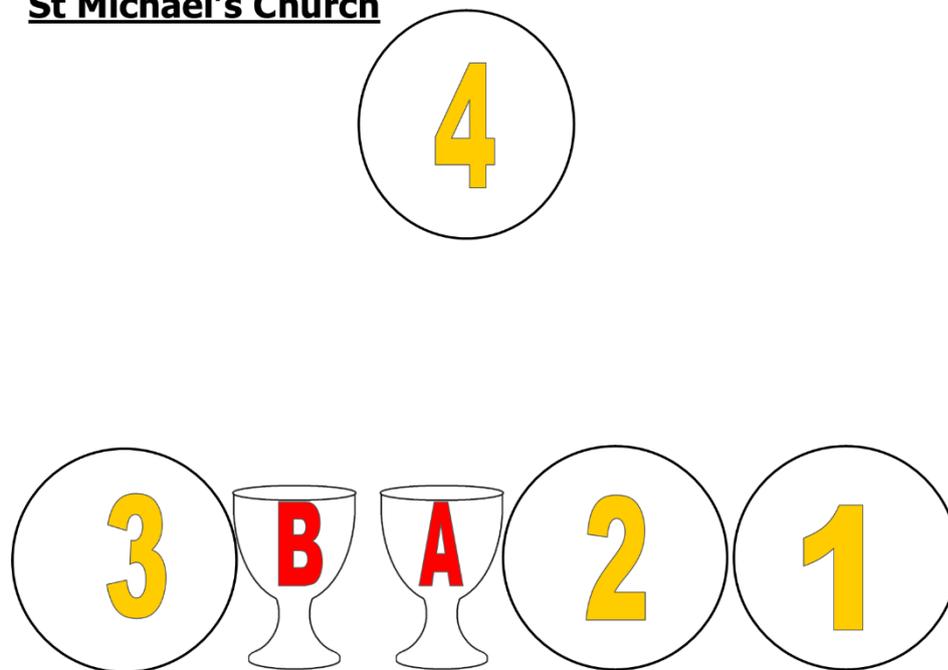
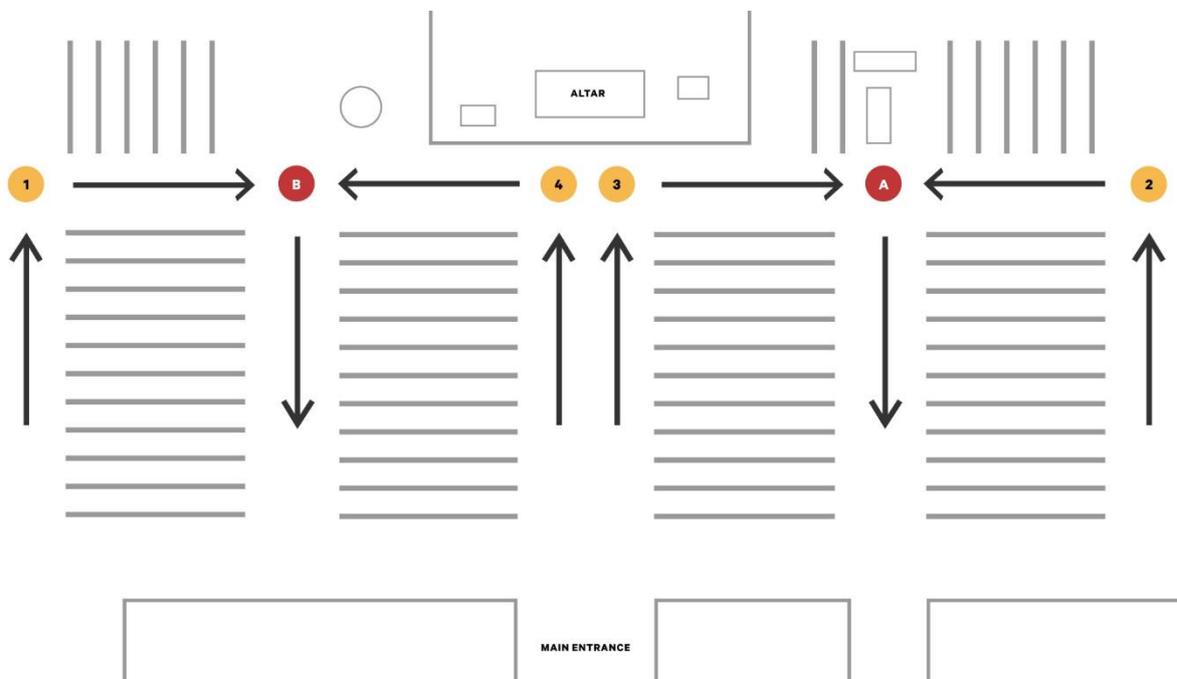


Figure 5: ST MICHAEL'S CHURCH POSITIONS



11. To distribute the Body of Christ:

The Extraordinary Minister of Holy Communion raises the host to the communicants' eye level and makes the statement of faith, "The Body of Christ", with the communicant replying, "Amen." The Extraordinary Minister of Holy Communion either places the Body of Christ in the communicant's hand or places it on the communicant's tongue, depending on how the communicant wishes to receive.

12. To distribute the Blood of Christ:

- The Extraordinary Minister of Holy Communion makes eye contact with the communicant and makes the statement of faith, "The Blood of Christ", with the communicant replying, "Amen."
- The chalice is passed to the communicant at chest level so they can see the amount of precious Blood contained in the chalice to avoid spillage.
- They then receive the chalice from the communicant. Having the purifier open, they purify the chalice at the site of contact, rotate the chalice and offer the precious Blood to the next person.
- While the next communicant has the chalice, rotate the purifier ready to purify with a different part of the purifier each time.

13. When the distribution of Holy Communion is complete, all Extraordinary Ministers of Holy Communion are to:

- return to the altar,
- return their vessels to the Deacon/Acolyte/Adult Server,
- wash their hands if necessary,
- stand at the foot of the sanctuary,
- wait until the large ciborium is placed in the tabernacle,
- make a profound bow,
- return to their seat.

REPOSING THE HOSTS

1. When all Extraordinary Ministers of Holy Communion have returned and all ciboria have been cleared, the Priest/Deacon will elevate the large ciborium and pass it on to the Acolyte/Adult Server for repose in the tabernacle.
2. All Clergy, Ministers and Servers will stand at this time and face the tabernacle.
3. Extraordinary Ministers of Holy Communion will be standing at the foot of the sanctuary and other ministers (including Altar Servers) will stand in their place.
4. When the Adult Server/Acolyte bows, all Clergy, Ministers and Servers will bow and then be seated.
5. This will be followed by a sacred silence and the Prayer after Communion.

FREQUENTLY ASKED QUESTIONS

as at 22nd March 2017

Frequently asked questions will be added to as ministry workshops identify commonly asked questions.

1. There will be a change as to the way positions are allocated for the distribution of communion. What are the main changes?

From Holy Thursday 2017, Holy Communion will be distributed under both species at all future Masses at the Churches of St Michael's and St Patrick's of the parish of Mary, Queen of the Family.

1. Ministers are to arrive for Mass and if rostered on are to inform the Adult Server/Acolyte that they are present for their ministry.

2. At the time of the Lamb of God, Extraordinary Ministers of Holy Communion will stand in a line on the left-hand side of sanctuary.

a. St Michael's Church: please stand behind the baptismal font until the Priest invites you to receive communion.

b. St Patrick's Church: please stand alongside the ramp until the Priest invites you to receive communion.

3. There will be hand sanitizer available for ministers to wash their hands if needed.

4. Servers will be on the sanctuary with the Priest representing the community. (see DISTRIBUTION OF COMMUNION TO ADULT SERVERS/ACOLYTES and ALTAR SERVERS) Extraordinary Ministers of Holy Communion are to remain standing at this time.

5. Extraordinary Ministers of Holy Communion will move to the Priest on the sanctuary and receive communion. The Extraordinary Ministers of Holy Communion will then receive from the chalice if they wish, collect their sacred vessel and move to their position.

6. Extraordinary Ministers of Holy Communion will know which position they are to go to via a numbering system. There will be numbered positions on a map in the sacristy as well as on the floor of the positions in the church.

7. When the Extraordinary Minister of Holy Communion picks up the sacred vessel from the altar, look at the number on the altar directly underneath where the sacred vessel has been collected and move to that position.

2. Why are these changes happening and how were these changes decided?

This document is not all about changes. It is about documenting the processes that happen at our Masses to truly make them an experience where the liturgy flows so that we can provide the opportunity for people to encounter Christ.

We have many ministers who minister at different Masses and at both our Churches. Procedures differed from Mass to Mass which created confusion. A regularity of practice invites all to be comfortable and familiar with the liturgy no matter which Mass or which Church they attend. This is also a learning tool for current and new ministers and for any change in leadership that could happen in the future of Mary, Queen of the Family Parish.

The changes that have been made have come from the following input:

a) In late 2016 workshops were held for Acolytes/Adult Servers, Extraordinary Ministers of Holy Communion and Ministers of the Word. Feedback was sought and given on ways our Parish Masses need to be revised for regularity of practice and for clarification for ministers.

b) The Parish Liturgy Team (parishioners form this team) spent 3 weeks evaluating each area of every Mass for those 3 weeks and determined which areas of our liturgy needed revision and clarification.

c) The Clergy of the Parish offer much feedback after their own observations being the Celebrants of these liturgies.

d) Conversations with and feedback from Parishioners – People are not shy to call the Parish Office and tell us what we are doing wrong and what areas of the Mass need improving. All this information is taken on board, looked at as a whole and an appropriate decision made.

e) All procedures are made reflecting the directions of the General Instruction of the Roman Missal (GIRM - the detailed document governing the celebration of Mass of the ordinary form in the Roman Rite of the Catholic Church), Diocesan Guidelines, as well as best practice responding to the local situation of the Catholic Parish of Blacktown. Together we can make the God of Love known to all through the Mass.

3. When will these changes begin?

The changes to the Communion Rite will begin at the Holy Thursday Liturgy 2017 and will continue on at all Masses from then.

Other changes will be scheduled throughout 2017 with adequate notice.

4. How will the parish community know about these changes and the new flow of communion?

In the weeks before Holy Thursday there will be several avenues used to inform parishioners and ministers about the change to the Communion Rite. These include, but are not limited to;

- a) workshops for Acolytes/Adult Servers and Eucharistic Ministers;
- b) a visual animation showing the flow of people when communion which will be shown to parishioners before and after Mass in the weeks leading to Holy Thursday;
- c) Social Media and the parish Facebook page;
- d) the Parish Bulletin;
- e) Parish noticeboards;
- e) MQOF Ministry Newsletter and other emails to other email lists.

5. When do Extraordinary Ministers of Holy Communion move to the Sanctuary?

Extraordinary Ministers of Holy Communion are asked to move to the left-hand side of the Sanctuary at the time of the Lamb of God.

- a) St Michael's Church: please stand behind the baptismal font until the Priest invites you to receive communion.
- b) St Patrick's Church: please stand alongside the ramp until the Priest invites you to receive communion.

6. When do Extraordinary Ministers of Holy Communion move to the Altar?

When the Priest invites you to receive communion. This may be via a motion to come forward.

7. When do Acolytes/Adult Servers and Altar Servers proceed to receive communion?

At the commencement of the 'Lamb of God', Altar Servers, Adult Servers and Acolytes will move onto the Sanctuary surrounding the altar.

8. How will the celebrant distribute communion to ministers?

1. The Priest will distribute communion to the Altar Servers, Adult Servers & Acolytes who will leave the Eucharist laying in their hands so that the Presider may receive in an act of communion with them.
2. The Priest will say "Behold ..."
3. The Priest will consume the Body of Christ followed by the Altar Servers, Adult Servers and Acolytes.
4. The Priest will then consume from the Chalice and offer it to the Deacon/Adult Server/Acolyte. The Deacon/Adult Server/Acolyte will take the chalice and purifier. The Deacon/Adult Server/Acolyte will offer the chalice to the other Servers who are on the Sanctuary.

9. When is purifying of the sacred vessels to occur?

Eucharist Ministers are not to purify sacred vessels during any Mass - weekend or weekday. They will be purified after Mass by a Priest, Deacon or Adult Server/Acolyte.

10. How does an Acolyte/Adult Server know how many Extraordinary Ministers of Holy Communion are required?

St Patrick's Church: There are 11 positions for the distribution of Holy Communion under both species. 10 Extraordinary Ministers of Holy Communion will be required (that includes Acolytes/Adult Servers) plus the one position of Celebrant.

St Michael's Church: There are 6 positions for the distribution of Holy Communion under both species. 5 Extraordinary Ministers of Holy Communion will be required (that includes Acolytes/Adult Servers) plus the one position of Celebrant.

Generally, the Liturgy Roster will be prepared so that this number of positions are filled. However, please ensure that at each Mass this many Extraordinary Ministers of Holy Communion are indeed present.

11. What if these new procedures don't work?

This new procedure is going to take time to get used to as with any new procedure. If there is a way we can fine tune the process, please let the Ministry Team know so that it can be considered. This Standard Operating Procedures for Liturgy is a living document and will be continually revised as to determine the best practice for the parish of Mary, Queen of the Family, Blacktown.

12. What if I am unable to carry out these procedures?

To discuss any of these procedures in regard to your ministry and your ability to carry out these procedures, please make an appointment to see the Parish Priest or a member of the Ministry Team.

**Thank you to all ministers who give of their
time to serve during the Mass.**

Lord God,

Source of all wisdom and knowledge, you sent your son,
Jesus Christ, to live among us and to proclaim his message
of faith, hope and love to all nations. In your goodness,
strengthen our ministers with your gifts, so that they too
may go forth into the world, proclaiming the Good News
by their ministry.

We ask this prayer, through Jesus Christ our Lord.

Amen.

