



MARY, QUEEN OF THE FAMILY PARISH, BLACKTOWN

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STANDARD OPERATING PROCEDURES FOR THE 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 2019

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1. INTRODUCTION

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

Whilst it may seem odd that a Catholic parish 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 all clergy.

PURPOSE

The standard operating procedures for Mary, Queen of the Family Parish reflect the *General Instruction of the Roman Missal*¹ as well as best practice responding to the local situation of the Catholic Parish of Blacktown, all the while keeping in mind the serious obligation of the faithful, both lay and clergy, to maintain fidelity in these matters: ‘The liturgical books, approved by the competent authority, are to be faithfully followed in the celebration of the sacraments. Accordingly, no one may on a personal initiative add to or omit or alter anything in those books.’²

Together we can make the God of Love known to all through the Mass. 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.

REVISION

These Standard Operating Procedures for the 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)

² Code of Canon Law, 846§1

2. FOREWORD

In 2019, we, the new clergy team for MQOF, undertook a review of the existing Standard Operating Procedures for the Liturgy which had already been scheduled before our arrival. We did this first in consultation with the previous pastoral associate, Lisa Bright, before continuing this process with parish consultation and a detailed review with the current liturgy committee.

What resulted is the current document which, we hope, will ensure a faithful, prayerful, and dignified celebration of the Liturgy that befits its nature as the Second Vatican Council defined it:

'[T]he liturgy is considered as an exercise of the priestly office of Jesus Christ. In the liturgy the sanctification of the man is signified by signs perceptible to the sense, and is effected in a way which corresponds with each of these signs; in the liturgy the whole public worship is performed by the Mystical Body of Jesus Christ, by the Head and His members.

From this it follows that every liturgical celebration, because it is an action of Christ the priest and of His Body which is the Church, is a sacred action surpassing all others; no other action of the Church can equal its efficacy by the same title and to the same degree.'³

We ask all parishioners, particularly those involved in a Ministry, to become familiar with this document. This will, it is hoped, fulfill the desire of the Second Vatican Council to have all the faithful 'take part fully aware of what they are doing, actively engaged in the rite, and enriched by its effects.'⁴

Finally, we would like to thank all those involved with the review and implementation of these revised procedures. Your collaboration has been fruitful and appreciated by us, particularly.

Clergy team

Fr. Reginaldo Lavilla

Fr. John Paul Escarlan

Fr. Jack Green

October, 2019.

³ Constitution on the Sacred Liturgy, *Sacrosanctum Concilium*, 7.

⁴ Constitution on the Sacred Liturgy, *Sacrosanctum Concilium*, 11.

3. PREPARATION - PRIOR TO THE MASS

3.1 CLERGY

- 3.1.1 Clergy are to arrive at least 15 minutes prior to Mass.
- 3.1.2 If the Celebrant is a visiting Priest, they are to sign the register in the sacristy with their Ministry Identification Number. Minister at the Altar is to witness entry in register.
- 3.1.3 Clergy will speak to Ministers prior to Mass to ensure flow of liturgy.
- 3.1.4 Clergy will greet people as they arrive for Mass.

3.2 MINISTERS AT THE ALTAR

- 3.2.1 There are many tasks required to prepare for a Mass. The role of setting up for a liturgy is primarily the role of the Minister at the Altar. For a comprehensive list of duties please see Appendix 1.
- 3.2.2 Be aware of any special instructions for the Mass. These can be found:
 - In the Ministry newsletter which is emailed every week and hung on the Sacristy noticeboard,
 - in the Presider's Guide, and
 - 'What's on at Mass' which is found in the sacristy and in the Presider's Guide.
- 3.2.3 Ministers at the Altar are to put on their albs in the Sacristy/Vestry.
- 3.2.4 Set up the Sanctuary for Mass.
- 3.2.5 Prior to Mass the gifts of bread and wine are prepared and left at the offertory table at the back of the church. These will include:
 - A ciborium with small hosts to be consecrated at Mass⁵;
 - A decanter of wine.

To determine how many hosts to put in ciborium, check the ciborium in the tabernacle for the amount of hosts already consecrated.

⁵ Please note that the paten with the large host is not offered as part of the Procession of the Gifts but prepared on the credence table prior to Mass and set on the Altar as you prepare it for the Liturgy of the Eucharist.

- 3.2.6 Mark the Gospel for the day for the Priest/Deacon to read in the Book of the Gospels and the Lectionary to be used for Mass. The information as to the required readings for the day can be found in the Ordo. There is an Ordo in each Sacristy.
- 3.2.7 If required, please turn fans on before Mass, remembering to turn them off after Mass.
- 3.2.8 Check batteries in the Priest's microphone.
- 3.2.9 Ensure all ministers have arrived. If not, then engage people in the congregation who can fulfil required roles.
- 3.2.10 Confirm whether there is a Baptism during Mass by checking the Presider's Guide. Underneath the roster there will be the names of children to be baptised, their parents' names and the time of their baptism. If there is, please see Appendix 4.A.
- 3.2.11 Be aware if there is Children's Liturgy during the Mass. If there is, please see Appendix 2.
- 3.2.12 There is to be a crucifix on the top centre of the Altar.
- 3.2.13 Ensure that the yellow Presider's Guide is kept on the Priest's chair/table.
- 3.2.14 Light the candles or delegate another server to do that.
- 3.2.15 In the season of Easter, light the Paschal Candle. Please ensure the Paschal Candle itself is lit.
- 3.2.16 In the season of Advent, ensure that matches/lighters are available to light the Advent candle.
- 3.2.17 Turn on the sound system. Please note that the Data Video Projection system and sound from the computer will not work unless the sound system is turned on.

3.3 LITURGICAL MINISTERS

- 3.3.1 Liturgical Ministers are to arrive at least 20 minutes before Mass.
- 3.3.2 All Liturgical Ministers who are rostered for Mass are to see the Minister at the Altar and inform them of their arrival, and mark their name on the roster in the Sacristy.

- 3.3.3 Be aware of any special instructions for the Mass. These can be found:
- In the Ministry newsletter which is emailed every week and hung on the Sacristy noticeboard,
 - in the 'Message to the Presider'
 - in the Presider's Guide, and
 - 'What's on at Mass' which is found in the sacristy and in the Presider's Guide.
- 3.3.4 If a Minister is aware that they are not able to fulfil their role as per the ministry roster, please organise a replacement prior to the Mass. If they are unable to do this, they are to inform their ministry leaders.
- 3.3.5 The ministry roster is available via the following means:
- the Parish Website www.mqofblacktown.org.au and clicking the link 'Liturgy Rosters'
 - in the Parish Bulletin on the 1st weekend of each month
 - on the Sacristy noticeboard
 - on the church noticeboards
 - By email
- 3.3.6 The liturgy roster online is prepared 4-6 weeks in advance. Please organise a replacement for any unavailability with other ministers.

3.4 MUSIC AND THE LITURGY

3.4.1 Preparation for Mass:

- (a) Be aware of any special instructions for the Mass. This can be found in the Ministry newsletter which is emailed every week and hung on the Sacristy noticeboard.
- (b) The choir is to discuss with the Priest before Mass regarding the singing of the Kyrie and Gloria etc (when in season).
- (c) The choir is to inform the Readers whether the Responsorial Psalm will be spoken or sung and in what format this will happen.

3.4.2 Opening Hymn:

- (a) Choirs have been encouraged to follow the flow of the lyrics, as well as the preference of the priest as to the length of the opening hymn.
- (b) Music ministers are to speak to the priests or Ministers at the Altar before Mass to let them know how long the entrance hymn is.
- (c) If the entrance hymn is long, then the procession is to start during the hymn rather than at the beginning.

3.4.3 The Responsorial Psalm:

- (a) The Psalm is to be proclaimed from the Ambo and ideally is to be sung.
- (b) The Cantor is to move to the front of the Altar with the Ministers of the Word, reverence the Altar with a profound bow and walk to the Ambo around the side of the sanctuary. If there is a Minister at the Altar present, they are to meet the Ministers of the Word in front of the Altar and walk with them to the ambo.

3.4.4 Communion:

- (a) The communion hymn will start as soon as the act of Communion begins.
- (b) Communion will be given to Music Ministers after the Communion Hymn.

3.4.5 Copyright:

- (a) Choirs are to ensure that they complete the copyright sheet each time they lead the congregation at Mass. This sheet can be found in the folder next to the laptop during weekend Masses.

3.5 DATA VIDEO PROJECTION

- 3.5.1 Each week, images and words of welcome, antiphons, prayers etc. are prepared on PowerPoint slides. These are sent to choirs and persons who have nominated to be part of the Data Video Projection Ministry weekly via the Ministry newsletter. They are also available on the laptop of each Church.
- 3.5.2 Every Mass will have a person who is responsible for the use of the Data Video Projector and the progression of slides during the Mass. This person may be a member from the rostered Choir or may be an individual separate from the Choir.
- 3.5.3 The individual operating the PowerPoint slides is to be aware of any special instructions for the Mass. These can be found
- in the Ministry newsletter which is emailed every week and hung on the Sacristy noticeboard.
 - These may also be found in the folder which sits next to the parish laptop each week with printed slides, printed parish notices and other information relevant for the weekend.
 - Other places these instructions may be found is in the 'Message to the Presider' found in the Presider's Guide,
 - 'What's on at Mass' which is found in the sacristy and in the Presider's Guide.
- 3.5.4 Prior to the Mass, the individual operating the PowerPoint slides is to take some time to prepare the following:
- (a) Take a minute or two to check the slides before starting.
 - (b) If there is a video clip that weekend, ensure that it works prior to the Mass.
 - (c) At the beginning of the slides there are two Safety Notices – choose the appropriate one for the location and remove the other.
 - (d) If possible, in the time before Mass, change between the Parish Mission Statement slide and the Safety Notice so everyone has a chance to see both.
 - (e) When the Commentator begins their welcome, switch to the Welcome Slide
 - (f) Take out the Entrance/Communion Antiphons when inserting hymns being used during the Mass.
 - (g) Take out the Memorial Acclamations that are not being used for that mass.
 - (h) The Responsorial Psalm has both the Response and the verses for those who sing the psalm.

3.6 ATTIRE

- 3.6.1 All Ministers are to dress neatly and modestly in accord with the dignity of the ministry and the dignity of the Mass.

3.6.2 Ministers at the Altar and Altar Servers are to wear an alb. Albs are provided in a variety of sizes in the Sacristy/Vestry. They are to be returned after the Mass and hung neatly on the coat hangers provided in the cupboard.

Ministers at the Altar are also able to purchase their own albs. Please contact the Parish Office to obtain the name of the supplier of albs for the parish. These albs can be made to measure.

3.6.3 Ministers at the Altar, Altar Servers, Extraordinary Ministers of Holy Communion and Ministers of the Word are asked to wear ministry medallions⁶ when they are a minister during the Mass. These ministers may either purchase a medal from the parish office or use a ministry medallion from the Sacristy/Vestry, returning it after the Mass.

3.6.4 Ministers of the Word are to use a ministry medallion⁷ from the Sacristy/Vestry and return it after the Mass.

⁶ See Figure 1: Ministry Medallions

⁷ See Figure 1: Ministry Medallions

Figure 1: Ministry Medallions



Medallions for Ministers who serve during Mass

Eucharistic Ministers



Adult Server/Acolyte



Senior Altar Server

(16 years and over)



Junior Altar Server

(15 years and younger)



Minister of the Word/Reader



These Medallions are to be worn by the Ministers who serve at Mass. Adult Servers/Acolytes are to distribute these medallions to ministers before Mass.

Please return these Medallions to their home in the sacristy after Mass. Medallions that belong here have been engraved with MQOF on the back of the Medallion.

Heavenly Father, as I prepare to assist You at this Mass, I declare my faith in You. At this Mass, keep me from distractions. Let me remember that serving your people I am sharing your love and good news to others. I thank You for allowing me the opportunity to give my service to You at this Mass. Amen.

3.7 COMMUNICATION

- 3.7.1 Every effort is made to communicate at least weekly to ministers and clergy regarding the upcoming Sunday Mass.
- 3.7.2 Information about what will be happening at the Sunday Mass is primarily communicated via the weekly ministry newsletter, "MQOF MINISTRY" which is sent via email weekly to ministers and clergy. This newsletter is sent to visiting clergy. This newsletter is also displayed on the sacristy noticeboard.
- 3.7.3 Other modes of communication employed to share information and instruction about the weekend liturgy include, but are not limited to:
- The "What's on at Mass" sheet which is found on the Sacristy noticeboard.
 - Special emails sent in the case of a particular event.
 - Personal contact with ministers when required.
 - Via the parish bulletin.
- 3.7.4 Prior to the Mass, all ministers are to make themselves aware of what is happening during a Mass to which they are rostered to ensure a smooth flow of the liturgy.

4. INTRODUCTORY RITE

4.1 ENTRANCE PROCESSION

4.1.1 The Entrance Procession will include, but is not limited to:

- Altar servers;
- Ministers at the Altars;
- Clergy;
- Child carrying Children's Lectionary for Children's Liturgy (if applicable);
- Minister carrying the Book of the Gospels.

4.1.2 All other Ministers are invited to sit in the congregation.

4.1.3 The Book of the Gospels will be carried in the Procession. It is to be carried in by the Deacon. If the Deacon is not present, then it is to be carried in by a Minister of the Word.

4.1.4 All Ministers are to gather for a short prayer before processing in.

4.1.5 The Minister at the Altar will check with the Priest that he is ready to go and then motion to the commentator, that is, make eye contact that lets them know that the Presider is ready to begin the Mass.

4.1.6 All commentary is to be read from the Ambo.

4.1.7 Ministers in the Entrance Procession will process and stand in front of the Altar.

4.1.8 The Book of the Gospels will be placed on the Altar. The minister returns to the front of the Altar, all ministers who are physically able are to genuflect except the Cross bearer.

4.1.9 All ministers move to their places.

4.1.10 If there is a child carrying a children's bible for Children's liturgy, they alone are to stand in front of the Altar.

4.1.11 The order of the Entrance Procession will be the procession forms in the following order: Thurifer, Cross bearer, flanked by two candle bearers, other Ministers at the Altar or Altar Server, Deacon, Celebrant (GIRM #120).

4.2 REVERENCING THE ALTAR

- 4.2.1 When ministers offer reverence in the liturgical space during Mass a profound bow is most appropriate. A profound bow, is a bow from the waist.

4.3 INTRODUCTORY RITES

- 4.3.1 For the weeks of the Easter Season, a Sprinkling Rite will take the place of the Penitential Act if the celebrant sees fit. This will move straight into the Gloria.
- 4.3.2 A Sprinkling Rite will also be used for the feast of the Baptism of the Lord and on Pentecost, or as the celebrant sees fit.
- 4.3.3 In the case of a Baptism during Mass, the naming rite will take the place of the Penitential Act. This will be followed directly by the Gloria.

5 LITURGY OF THE WORD

5.1 READINGS AND GOSPEL

- 5.1.1 Ministers of the Word will approach the Ambo from the side of the sanctuary, NOT walking between the Altar and Ambo. In the case of St Michael's church, Ministers of the Word can walk around the left of the ambo.

- 5.1.2 After the opening prayer, Ministers of the Word will walk and stand in front of the Altar, reverence the Altar with a profound bow and walk to the Ambo around the side of the sanctuary. If there is a Minister at the Altar present, they are to meet the Ministers of the Word in front of the Altar and walk with them to the ambo.

- 5.1.3 The first reader will make their way to the ambo.

- 5.1.4 If you are moving microphones at the Ambo, please hold from the base and move gently.

- 5.1.5 The Psalm is to be proclaimed from the Ambo and ideally is to be sung. If the Psalm is to be spoken, it will be proclaimed by the first reader.

- 5.1.6 The second reader removes the lectionary when finished reading and places it underneath the ambo.

- 5.1.7 The Ministers of the Word return to their seats during the Gospel Acclamation, except in the case that there is no choir and the SECOND READER is leading the Gospel Acclamation. The Minister at the Altar/Minister at the Altar does not have to move down with them.

- 5.1.8 During the Gospel Acclamation, the Priest/Deacon will move to the Altar, hold up the book of the Gospels and process it to the Ambo.

- 5.1.9 When the Priest/Deacon finishes reading the Gospel from The Book of the Gospels the Book is to be placed open to the Gospel of the day, in front of the Ambo.

- 5.1.10 If there is a special collection, it will be taken up after the homily.

5.2 PROCLAMATION OF FAITH

- 5.2.1 During Mass either the Niceno-Constantinopolitan or the Apostle's Creed may be used, the latter to be preferred during the seasons of Lent and Easter.

5.2.2 During the Season of Easter, the Creed will be replaced with the Renewal of Baptismal Promises, if the celebrant sees fit.

5.2.3 If there is a Baptism during Mass, the Creed will be replaced with the Renewal of Baptismal Promises.

5.3 GENERAL INTERCESSIONS

5.3.1 The Commentator moves to the Ambo ready for the General Intercessions during the last stanza of the Creed or towards the end of the Renewal of Baptismal promises.

5.3.2 If Deacon present, he is to read the General Intercessions.

5.3.3 The commentator is to be ready to lead the Congregation in the General Intercessions as soon as the Priest finishes the introductory prayer.

6. LITURGY OF THE EUCHARIST

6.1 COLLECTIONS

- 6.1.1 The first collection is to start as soon as the Celebrant finishes the prayer after the General Intercessions.
- 6.1.2 The Procession of the Gifts will commence when the Presider comes down in front of the Altar. The Collection will be brought to the basket in front of the Altar separately to the offering of bread and wine.
- 6.1.3 The second collection will take place at the conclusion of the Prayer after Communion and during the Parish notices.
- 6.1.4 After the Mass, the collections are to be moved to the designated secure space by the Minister at the Altar.

6.2 PROCESSION OF THE GIFTS

- 6.2.1 Prior to Mass the gifts of bread and wine are prepared and left at the offertory table at the back of the church. These will include:
 - a) A ciborium with small hosts to be consecrated at Mass;
 - b) A decanter of winePlease ensure that the tabernacle has been checked before Mass so as not to consecrate excess hosts.

Please note that the paten with the large host is not offered but prepared on the credence table prior to Mass and set on the Altar at this time.
- 6.2.2 If there is Children's Liturgy at the mass, the Minister at the Altar will wait for the children to join the Procession of the Gifts where children will make their way to their families.
- 6.2.3 The Celebrant will not move to the front of the Altar until the Altar is set.
- 6.2.4 The Gifts will be received by the Celebrant and the servers.

6.3 OFFERTORY

- 6.3.1 For the use of host by the priest consult chart in sacristy.
- 6.3.2 The offertory vessels will be brought to the Altar.
- 6.3.3 The ciborium remains on the corporal to be consecrated.
- 6.3.4 The wine decanter is opened and wine is poured by the priest or deacon into all the chalices to be used at Mass by the Priest. The

decanter is removed from the Altar back to the credence table. All wine is to be consecrated in the chalices.

6.4 POSITIONS FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- 6.4.1 **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 Ministers at the Altar) plus the one position of Celebrant. Please see Figure 2 for the positions in the Church.
- 6.4.2 **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 Minister at the Altars/Adult Servers) plus the one position of Celebrant. Please see Figure 3 for the positions in the Church.
- 6.4.3 Communion under both species, however, will be reserved to more solemn celebrations where the required number of extraordinary ministers of holy communion can be guaranteed.

6.5 DISTRIBUTION OF COMMUNION

6.5.1 DISTRIBUTION OF COMMUNION TO MINISTER AT THE ALTARS/MINISTER AT THE ALTARS and ALTAR SERVERS

- 6.5.1.1 At the time of the Sign of Peace, the Tabernacle may be approached by the Celebrant or Deacon or Minister at the Altar who normally has authority to access the tabernacle to bring to the Altar any consecrated hosts that remain from a previous Mass to use at this Mass. Close door to Tabernacle.
- 6.5.1.2 At the commencement of the "Sign of Peace", Altar Servers, and Ministers at the Altar will move onto the Sanctuary surrounding the Altar.
- 6.5.1.3 If there are any ciboria to be filled with consecrated hosts, then these are to be placed on the corporal on the right-hand side of the priest during the 'Lamb of God' and the priest or deacon will distribute consecrated hosts into these. All other ciboria are to be filled before Mass and placed on the Altar at the time of preparation so that they may be consecrated. This is to avoid empty ciboria remaining on the Altar during the Eucharistic Prayer.
- 6.5.1.4 The Body of Christ is to be distributed into empty ciboria after the Sign of Peace. Ministers at the Altar please remember that this is the Body of Christ. Every little fragment of consecrated bread at this time is the Body of Christ. Please handle the consecrated host with the reverence and gentleness that befits this time.
- 6.5.1.5 The Priest will say "Behold ..."
- 6.5.1.6 The Priest will consume the Body of Christ.
- 6.5.1.7 After the priest consumes from the Chalice he offers it to the Deacon/Ministers at the Altar (when applicable). The Deacon/Ministers at the Altar will take the chalice and purifier. The Deacon/ Minister at the Altar will offer the chalice to the other Servers who are on the Sanctuary.
- 6.5.1.8 If Altar servers do not wish to receive the chalice they may return to their seats at this time. For Altar servers, the decision to receive from the chalice is made between them and their parents.

6.5.2 DISTRIBUTION OF COMMUNION TO EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- 6.5.2.1 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.
- (a) St Patrick's Church: please stand alongside the ramp.
 - (b) St Michael's Church: please stand behind the baptismal font.
- 6.5.2.2 There will be hand sanitizer available for ministers to wash their hands if needed.
- 6.5.2.3 When the priest communicates, Extraordinary Ministers are to move onto the sanctuary to form a line with the other Ministers. The Priest will then distribute both species to the deacon or Minister at the Altar, who will then follow the priest along the line.
- 6.5.2.4 When Communion has been distributed to all Ministers, the priest is to begin handing vessels to the extraordinary ministers, who will be directed, if necessary, to their positions by the Minister at the Altar.

6.5.3 DISTRIBUTION OF COMMUNION TO THE CONGREGATION

- 6.5.3.1 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.
- 6.5.3.2 The Extraordinary Minister of Holy Communion who is in position #3 and #B (when applicable) 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.
- 6.5.3.3 The Extraordinary Minister of Holy Communion who is in position #2 and #A (when applicable) 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.
- 6.5.3.4 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:
- (a) Without holding a consecrated host in your hand, place your hand on the person's shoulder.
 - (b) Say the words, "May God Bless You."
- 6.5.3.5 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 POSITIONS:

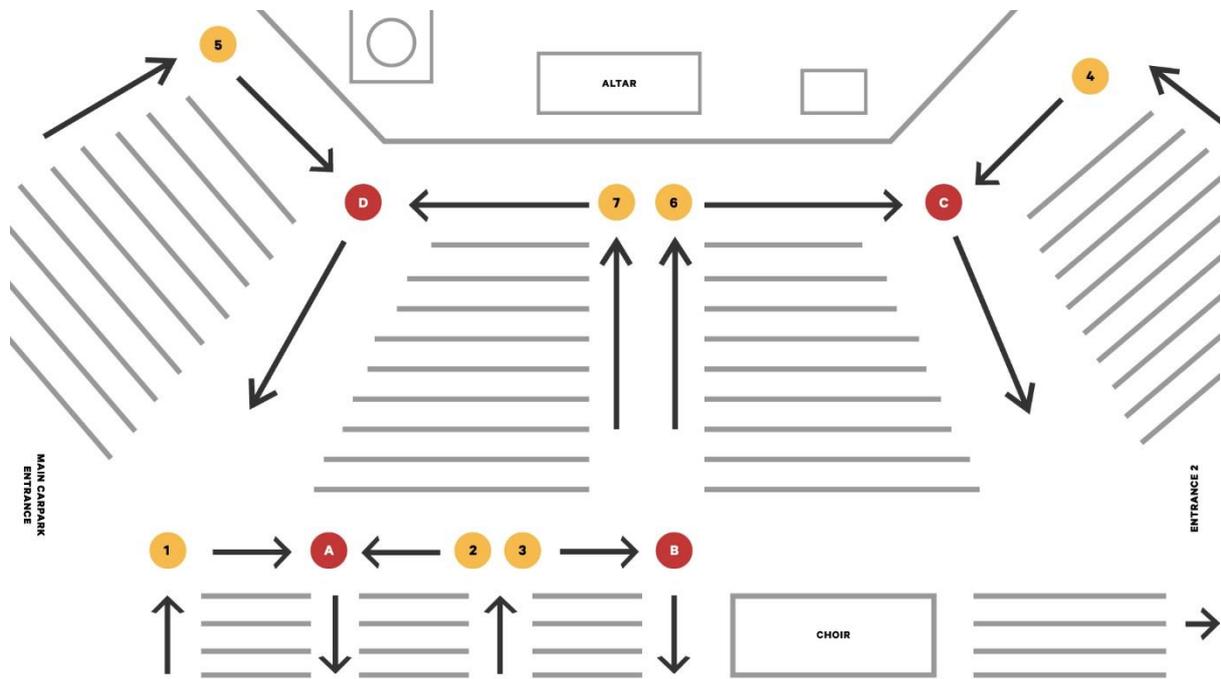
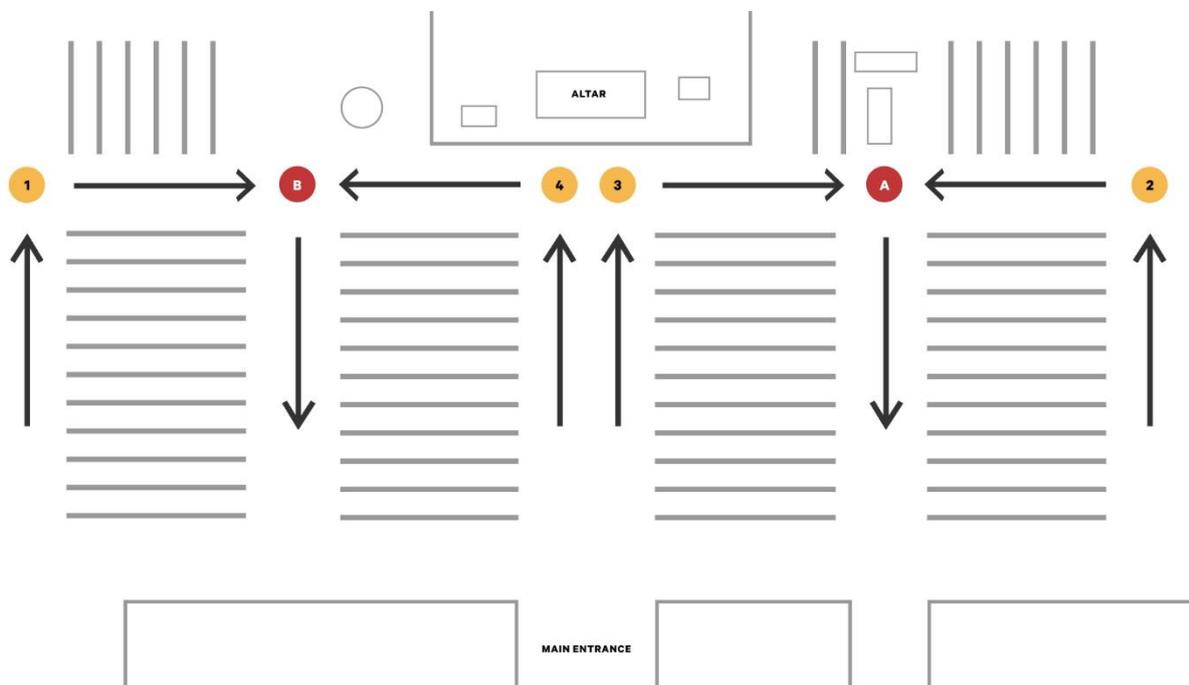


Figure 3: ST MICHAEL'S CHURCH POSITIONS:



6.5.3.6 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.

6.5.3.7 To distribute the Blood of Christ:

- (a) 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."
- (b) 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.
- (c) 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.
- (d) While the next communicant has the chalice, rotate the purifier ready to purify with a different part of the purifier each time.

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

- (a) return to the Altar,
- (b) return their vessels to the Deacon/Minister at the Altar,
- (c) wash their hands if they have distributed the Body of Christ, in water bowl, not sanitiser.
- (d) return to their seat.

Note: Extraordinary Ministers are not to consume the remaining Precious Blood themselves at any time; either at the point of distribution or on the way back to the Altar or at the Altar itself. Purification is to be done by the Priest at the Altar or the Deacon at the credence table.

6.6 REPOSING THE HOSTS

6.6.1 Before reposing the host, look around the Church to ensure all Extraordinary Ministers of Holy Communion have returned. Be extra aware of ministers distributing communion to the choir.

6.6.2 Upon returning to the Altar after distributing Holy Communion, the priest is to distribute Communion to ministers taking the Blessed Sacrament to the sick and housebound. This is done with a simple blessing.

6.6.3 When all ciboria have been cleared, the Minister at the Altar will repose the Blessed Sacrament.

6.6.4 This will be followed by a sacred silence and the Prayer after Communion.

6.7 PURIFYING VESSELS

6.7.1 The Priest or Deacon will purify sacred vessels at the end of the Communion Rite, or, should this present too long a delay, after Mass. The best practice for ciboria is:

- (a) Return to the Altar where it will be emptied, with reverence, into larger ciborium;
- (b) If no one is at the Altar at the time, please simply leave the ciborium on the Altar.

6.7.2 Extraordinary Ministers of Holy Communion are not to purify sacred vessels during any Mass - weekend or weekday. They will be purified by a Priest or Deacon either during Mass or after. At the end of each Sunday Mass vessels are to be returned to the sacristy and washed with warm, soapy water.

6.7.3 Sacred Vessels are to be dried and put away in their safe location.

6.7.4 Used purifiers and corporals are to be placed in the linen washing basket to be washed and prepared for future Masses.

6.7.5 The Priest is to invite the congregation to stand for the Prayer after Communion.

7. CONCLUDING RITES

7.1 Parish notices are to be read during the second collection.

7.2 If there is to be a guest speaker, they will speak at the end of the Parish notices.

7.3 After the celebration of Mass, the Minister at the Altar, and other ministers return in procession to the sacristy together with the Deacon and the Priest in the same way and order in which they entered (GIRM #193).

8. AFTER MASS

- 8.1 Candles and lights are put out. Books, vessels, etc., returned to cupboards unless another Mass is to follow.
- 8.2 Please do not blow out candles. Please use the candle snuffer available from the sacristy.
- 8.3 Ensure that fans are turned off, and the entire checklist on the sacristy wall is adhered to before the church is locked.

Figure 6: Checklist for Closing the Church on the Sacristy Wall



CHECKLIST FOR CLOSING THE CHURCH

<p>Has everything been put away in its proper place:</p> <ul style="list-style-type: none"> - In the safe - In the sink - And the sink cleaned <p>(pictures are near the sink)</p>	
<p>St Michael's: Have the items that belong in or on top of the bookcase been put away in their proper place? (see picture beside bookcase)</p>	
<p>Has the sound system been turned off?</p>	
<p>Have the Presider's microphone and cordless microphone been put away?</p>	
<p>Have the fans (if being used) been turned off? Including the exhaust/suction fan (St Michael's), the priest's fan and the choir fan?</p>	
<p>Have all the lights, including all the sanctuary lights, and above Mary (St Michael's) been turned off?</p>	
<p>Have all the church doors and toilet doors (St Michael's) been locked?</p>	
<p>St Michael's: Are all windows closed at the front of the Church, in the server's vesting room, sacristy and the prayer space.</p>	
<p>Have the music and microphone stands been put away in their correct place?</p>	
<p>Have all Data Video Projectors been turned off?</p>	
<p>Has the laptop been shut down?</p>	
<p>Are the screens up?</p>	
<p>Have the necessary power points been turned off?</p>	

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APPENDIX 1: MINISTERS AT THE ALTAR DUTIES

A. MINISTER AT THE ALTAR

1. The Minister at the Altar is to serve at the Altar and to assist the Priest and Deacon.
2. The Minister at the Altar has a particular role in preparing the Altar and the sacred vessels. In the absence of a Minister at the Altar, an Altar Server may assume this role.
3. The role of the Minister at the Altar during the celebration of Mass is outlined in the *General Instruction of the Roman Missal* (GIRM #187-193) and the document *Lay Liturgical Ministries in the Diocese of Parramatta* of 27th September 2019 by the Diocesan Liturgical Commission (see Appendix 8).
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.
5. A Minister at the Altar may act as an Extraordinary Minister of Holy Communion (GIRM #98).

B. 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 30 minutes before the beginning of Mass.
3. Open the Church, Sacristy, toilets and other rooms that need to be accessed.
4. Set the Altar. Prepare water and wine, breads, ciboria, chalices, candles, church lights, microphones, lectionary and the Book of the Gospels (set places), Missal and other ritual books needed. If incense is to be used, have the thurible and boat ready, charcoal alight. Determine how many hosts are in the tabernacle, place an adequate number of hosts in the ciborium for Procession of Gifts. Reserve a quantity of hosts on the credence table in a ciborium, just in case we get extra parishioners for Mass.
5. Prior to Mass the gifts of bread and wine are prepared and left at the offertory table at the back of the church. These will include:
 - a) A ciborium with small hosts to be consecrated at Mass;
 - b) A decanter of wine

Please note that the paten with the large host is not offered but prepared on the credence table prior to Mass and set on the Altar as you prepare it for the Liturgy of the Eucharist.

6. Ministers at the Altar will wear an alb and cincture and corresponding ministry medallion. (Please see section - Attire)
7. Ensure that all ministers (Readers, Extraordinary Minister of Holy Communion) have arrived to serve for Mass. Readers and Extraordinary Minister of Holy Communion are asked to arrive at least 15 minutes before Mass, and inform the Ministers at the Altar that they have arrived. They are to wear a corresponding ministry medallion if serving during the Mass. (Please see section - Attire)
8. If at approximately 5-10 minutes before Mass some liturgical ministry roles are not filled, please ask a member of the Congregation who is known to be able to fulfil the role of the Minister that is required. If uncertain, please ask a Priest for their advice.
9. The Minister at the Altar is responsible for finding someone for the Offertory Procession or delegates someone to do so.
10. Mark the Gospel for the day for the Priest/Deacon to read in the Book of the Gospels and the Lectionary to be used for Mass. The information as to the required readings for the day can be found in the Ordo. There is an Ordo in each Sacristy.
11. Light the candles or delegate another server to do that. Please note that the candles are gas cylinders with a wick at the top. Light them with care.

C. DURING MASS

1. In the procession to the Altar, the Ministers at the Altar or Altar Server may carry the cross, walking between two ministers with lighted candles. Upon reaching the Altar, the cross is placed upright near the Altar so that it may serve as the Altar cross; otherwise, it is put in a worthy place. Then the cross bearer takes his or her place in the sanctuary (GIRM #188).
2. The procession forms in the following order: Thurifer, Cross bearer, flanked by two candle bearers, other Ministers at the Altar or Altar Servers, Deacon, Celebrant (GIRM #120).
3. If used, the thurible is presented to the Celebrant after he has kissed the Altar.
4. Through the entire celebration, the Ministers at the Altar or Altar Server is to approach the Priest or the Deacon, whenever necessary, in order to

present the Presider's guide to them and to assist them in any other way required. Thus, it is appropriate that, whenever possible, the Minister at the Altar or Altar Server occupies a place from which he or she can conveniently fulfil this ministry (GIRM #189). This does not mean the Minister at the Altar stands facing the people, or stands behind or beside the Priest at the Altar during the Eucharistic prayer (reserved for other concelebrants or the Deacon).

5. The Missal/Presider's Guide is held before the Celebrant at the chair for the Introductory Rites, concluding with the Collect. The book is held so that the Celebrant's view of the congregation is not obscured (for example, the Minister at the Altar or Altar Server stands to the side to hold the book).
6. The Minister at the Altar where available, is to meet the readers in front of the Altar and accompany them to the Ambo. They are not required to accompany them back after the readings.
7. Candle bearers may accompany the Deacon or Celebrant in the procession to the lectern prior to the reading of the Gospel. They process to positions on either side of the lectern and face towards the lectern.
8. If thurible is used, incense is put in the thurible prior to the Gospel. The Deacon or Celebrant is presented with the thurible after he announces "a reading from the Holy Gospel . . ."
9. Books are held before the Celebrant at the Creed and Prayer of the Faithful.
10. After the Prayer of the Faithful, when no Deacon is present, the Ministers at the Altar prepares the Altar. The corporal is spread in the centre of the Altar and if another is required, to the right of the centre corporal, chalice and purifier are placed at the right hand corner of the Altar, the Missal (on stand) is placed to the left of the corporal.
11. The Minister at the Altar or Altar Servers assist the Priest in receiving the gifts of the people and, when appropriate, brings the bread and wine to the Altar and hands them to the Priest.
12. If incense is used, the Minister at the Altar or Altar Server presents the censer (thurible) to the Priest and assists him in incensing the gifts, the cross, and the Altar. Then the Minister at the Altar or Altar Server incenses the Priest and the people.
13. The Minister at the Altar or Altar Server presents the cruets to the Priest.
14. The Celebrant's hands are washed according to local custom. Besides handling the jug and basin, the Minister at the Altar or Altar Server would assist by opening the towel for easier use by the Celebrant.

15. If bells are used, the bell is rung at the elevation of the Host and Chalice according to local custom (GIRM #150).
16. The sign of peace is exchanged with the Celebrant and with other ministers on the sanctuary.
17. After the exchange of the Sign of Peace, the Tabernacle may be approached by the Celebrant or Deacon or Minister at the Altar who normally has authority to access the tabernacle to bring to the Altar any consecrated hosts that remain from a previous Mass to use at this Mass.
18. If needed, a Minister at the Altar, as an Extraordinary Minister, may assist the Priest in giving Communion to the people. If Communion is given under both kinds, when no Deacon is present, the Minister at the Altar may administer the Chalice to the communicants (GIRM #191).
19. If a Minister at the Altar is also an Extraordinary Minister of Holy Communion he or she may also assist with the distribution of Holy Communion or may be specially deputed by the Celebrant on that occasion to do so.
20. If there are consecrated hosts left after Communion, the Priest either consumes them at the Altar or carries them to the Tabernacle (GIRM #163), or he may ask a Minister at the Altar to do so.
21. After the distribution of Communion, a Minister at the Altar helps the Priest or Deacon to purify and arrange the sacred vessels, by receiving purified vessels from the priest/deacon and taking them to the credence table. The purification of the vessels may, however, be left until immediately after Mass following the dismissal of the people (GIRM #163).
22. The Minister at the Altar or Altar Server holds the book for the Prayer after Communion and the Concluding Rite as required.
23. Please note that some of these roles, including but not limited to the holding of the book and the ringing of the bells can be delegated to Altar servers.
24. The Minister at the Altar is to instruct the Altar Server and guide them as to the next steps in the liturgy.

D. AFTER MASS

1. After the celebration of Mass, the Minister at the Altar and other ministers return in procession to the sacristy together with the Deacon and the Priest in the same way and order in which they entered (GIRM #193).

2. Sacred Vessels are to be returned to the sacristy and washed.
3. Candles and lights are put out; books, vessels, etc, returned to cupboards - unless another Mass is to follow.
4. Ensure that the collections have been moved to their designated safe area and are secure.
5. Follow the checklist at the sacristy light switch to ensure everything is closed and/or turned off.
6. Ensure the church building is locked.

E. SOME THINGS TO REMEMBER

1. Always engage prayerfully and attentively to the Word during the Mass - you are a role model for the community, other ministers and Altar servers.
2. Always anticipate what might happen - especially when there are extra elements such as a baptism – the liturgy has to flow.
3. If you have to move back to the sacristy or another place of the church, walk reverently. Do not panic if you have forgotten something.
4. If you are moving microphones at the Ambo, please hold from the base and move gently.

APPENDIX 2: CHILDREN'S LITURGY

A. DISMISSAL FROM MASS

1. A child will carry a children's bible in the Entrance Procession.
2. If there is a child carrying a children's lectionary for Children's liturgy, they alone are to stand in front of the Altar after the ministers move to their seats.
3. After the sign of the cross and welcome, the Priest will invite children who wish to attend Children's Liturgy to come to the front.
4. The Priest will bless the children.
5. The children will be dismissed and move to the Children's Liturgy space.
6. The rest of the congregation will move into the Penitential Act.

B. CHILDREN'S LITURGY OF THE WORD

1. Penitential Act
2. Reading of the Gospel
3. Reflection on the Gospel (this may include an activity or activity sheets)
4. Profession of Faith
5. Prayers of Intercession
6. For detail, please see the Diocesan Guidelines for '*Children's Liturgy of the Word.*'

C. RETURN TO MASS

1. The Children's Liturgy of the Word group will return to the Mass at the time of the Procession of the Gifts.
2. The Ministers at the Altar will wait for the children to join the Procession of the Gifts.
3. The children will return to their families.

APPENDIX 3: READERS AND COMMENTATORS

A. Commentators

1. During the Creed, wait until the word "dead", has been spoken the 2nd time, then move to the ambo to be ready to begin the intercessions.
2. "Pause" where it is indicated during the intercessions.
3. Stay at the ambo until the priest has said the prayer at the end of the intercessions and then return to your seat.
4. As soon as the priest has said the prayer after Communion, go up to the ambo and begin the Parish notices, there is no need to announce, "the Parish notices", as everyone knows this is what is happening.

B. Readers

1. Please do not read anything printed in RED
2. Please do not say, "the response to the psalm is", just say the response and the congregation will repeat it. It is on the overhead and in the bulletin. Raising one's hand at the end of each verse helps the congregation to say the response together.
3. Please do not say, "please stand for the gospel".
4. Please pause between finishing a reading and starting the next reading, as this gives the congregation time to reflect on what they have just heard
5. Please do not say, "this is the Word of the Lord", just say, "the Word of the Lord" and remember to say this slowly.

APPENDIX 4: BAPTISM

Baptisms can take place on a Sunday during Mass or on a Sunday after Mass. After Mass the times for Baptism are:

- a) the 1st & 3rd Sunday of the month at 11am at St Michael's Church;
- b) the 2nd & 4th Sunday of the month at 11.30am at St Patrick's Church.

During the Season of Lent there are no Baptisms.

A. BAPTISM DURING MASS

I. ST PATRICK'S CHURCH

1. Have the font running.
2. Ensure water is above the copper pipe in the lower pool as the motor will burn out if that pipe is not covered with water.
3. The tap is behind the font. Make sure the water is warm, that is, of a suitable temperature for a baby.
4. Reserve seating if the front rows of the church for the Baptism family. Reserved signs can be found in the Sacristy.
5. Light the Paschal Candle. Please ensure the actual candle is lit and not a tea light placed into the top of the candle.
6. Greet the family and direct them to their seats.

II. ST MICHAEL'S CHURCH

1. Place water in the baptismal font by using the kettle in the sacristy ahead of time.
2. Ensure the water is warm, that is, of a suitable temperature for a baby.
3. Light the Paschal Candle. Please ensure the actual candle is lit and not a tea light placed into the top of the candle.
4. Greet the family and direct them to their seats.
5. Reserve seating if the front rows of the church for the Baptism family. Reserved signs can be found in the Sacristy.

III. SEQUENCE

1. Welcome

2. Naming rite - this takes the place of Penitential Rite. Please ensure this is communicated to the choir.
3. Move straight into Gloria (outside of Advent and Lent)
4. Liturgy of the Word
5. Immediately after homily (or after a special collection if applicable) - Anointing with of Oil of Catechumens
6. Renewal of Baptismal Promises.
7. Waters of baptism
8. Anointing with Chrism
9. White Garment
10. Lighting of Baptismal Candle
11. General Intercessions
12. Liturgy of the Eucharist
13. Families are invited to process out with the procession.

B. BAPTISM OUTSIDE OF MASS

I. MINISTERS AT THE ALTAR

1. A roster is prepared for Ministers at the Altar who wish to serve at Baptisms after Mass.
2. Baptisms on a Sunday after Mass are:
 - a) on the 1st & 3rd Sunday of the month at 11am at St Michael's Church,
 - b) on the 2nd & 4th Sunday of the month at 11.30am at St Patrick's Church,
 unless it is during the season of Lent where there are no Baptisms.

II. SEQUENCE

1. Welcome
2. Naming rite
3. Reading from Scripture
4. Homily
5. General Intercessions
6. Anointing with of Oil of Catechumens
7. Blessing of Water
8. Renunciation of Sin and Profession of Faith
9. Waters of baptism
10. Anointing with Chrism
11. White Garment
12. Lighting of the Baptismal Candle
13. Our Father
14. Blessing

APPENDIX 5: FUNERAL LITURGIES

PREPARATION FOR FUNERALS

Funerals are part of our liturgical experience. They are also part of our pastoral care to those families who choose our parish to celebrate the life of a loved one when they are called to eternal life. The care and welcome we extend to families and guests at this time is reflective of our parish and how we care and welcome everyone who visits Mary Queen of the Family Parish in whatever circumstance.

One way to support families at this time is to provide a dignified liturgy. As a Minister at the Altar, you are asked to be a face of welcome to families, guests and funeral directors. This guide goes through the steps to prepare the Church space for funerals.

A. CLERGY

1. If the Celebrant is a visiting Priest, they are to sign the sign in book in the sacristy with their Ministry Identification Number.

B. MASS

1. Arrive at least 1 hour before scheduled time of funeral. Open church doors and turn on all lights.
2. St Michael's: Open both main doors. Open toilet doors (3).
St Patrick's: Open main foyer and ensure toilets are unlocked.
3. Funeral Directors usually arrive early and will ask or advise if the casket is going to be put in place before the service or carried in at the start of the service.
4. St Michael's: On rare occasions, the casket is brought up by way of the ramp and along the verandah because it is very large and too heavy to be carried in. If there is a viewing before Mass, this will take place in the church.
5. St Patrick's: If there is a viewing before Mass, this may take place in the church or in the Cardinal Clancy Room.
6. Set up for Mass as usual. Set pages of Sacramentary at the appropriate places.
7. Put out *Rite of a Christian Burial* (blue book). On most occasions, the Presider brings his own.
8. Partially fill Asperges bowl with holy water and place it on the presider's table or on the Tabernacle side of the Altar behind the candle, if the presider prefers it.
9. Place Paschal Candle in main aisle. Funeral Directors will position it when casket has been put in place. Light the Paschal Candle. Please ensure the Paschal Candle itself is lit and not a tealight placed in the top.
St Michael's: Place Paschal candle in the main aisle next to the first pew on the left side
St Patrick's: Place the Paschal candle in front of the steps, in front of the Altar.

10. Place charcoal, thurible, incense and tongs (and lighter, if necessary) on bench next to sink for Funeral Directors. Also put out small bucket with sand to extinguish charcoal. If Funeral Directors are new to our churches, show them where these are.
St Michael's: Advise funeral director to take the lit thurible and incense down the aisle in front of the Piety Shop as the priest is already on that side.
11. Check with the funeral director or presider if the pall is to be used.
12. St Michael's: Pall is kept in the top drawer, left hand-side, in a plastic bag. It has a lace edge and a yellow cross down the centre. If the pall is being used, place it over left front pew (ambo side) at the time of preparations. Afterwards, drape pall over chairs in sacristy to allow it to dry as it can be quite wet from the sprinkling. When dry, please put away.
13. St Patrick's: Pall is kept in the drawer in the Priest's sacristy marked "Pall". If the pall is being used, place it over the chairs in front of the baptismal font at the time of preparations. Afterwards, drape pall over chairs in sacristy to allow it to dry as it can be quite wet from the sprinkling. When dry, please put away.
14. If there is an Offertory procession, check number of people who will be taking up the gifts and put an appropriate number of items (wine and Mass host on paten for two people, wine and water cruets, bowl with hosts and paten with Mass host for 3 or 4 people).
15. St Michael's: Place these on the table outside Sacristy door. Funeral conductor may hand these to the people in the Offertory procession or it may be done by the Minister at the Altar/Minister at the Altar.
16. St Patrick's: Place these on the offertory table at the rear of the Church. Funeral conductor may hand these to the people in the Offertory procession or it may be done by the Minister at the Altar/Minister at the Altar.
17. If there is a musician/singer, supply microphone and stand and music stand if required (on most occasions they have their own).
18. Recorded Music:
St Michael's: If CD player is to be used, it can either be placed on the computer desk or on a small table at the back of the church outside the Piety Shop). Most funeral directors bring their own CD player but, if not, provide the one in the sacristy which is on the shelf above the vestments.
St Patrick's: If a CD player is to be used, it can be placed on the organ. Most funeral directors bring their own CD player but, if not, provide the one in the sacristy which is on the shelf in the Priest's Sacristy.
19. If there is to be a slide show on the computer, family should have had a run-through beforehand.
St Patrick's: Please unlock the Data Video Projector room and switch on lights and power points.

20. Funeral Directors usually have their own table/s for condolence books and service booklets.

St Michael's: If not, set up card table (which is kept in back room of Sacristy) outside main door. Cover with a suitable cloth.

St Patrick's: If not, set up a small table from the foyer and cover with a suitable cloth from the sacristy.

C. PRAYER SERVICE

1. Arrive at least one hour beforehand and open up *as above*
2. Place holy water on presider's table (or on the Altar if the presider prefers it).
3. Put out *Rite of a Christian Burial* (blue book) if required.
4. Prepare charcoal, thurible, incense and tongs (and lighter, if necessary) on bench next to sink for Funeral Directors. Also put out bucket of sand to extinguish charcoal.
5. Place Paschal Candle *as above*. Light the Paschal candle.
6. Funeral pall *as above*.
7. If there is a musician/singer, *as above*.
8. If CD player is to be used, *as above*.
9. If there is to be a slide show, family should have had a run-through beforehand. *As above*
10. If necessary, set up card table *as above*.

APPENDIX 6: WEDDINGS

A. CLERGY

1. If the Celebrant is a visiting Priest, they are to sign the sign in book in the sacristy with their Ministry Identification Number.

B. NUPTIAL MASS

1. Open all the doors and both main doors. Open toilet doors. Turn on all the lights.

I. ST MICHAEL'S

2. Put Presider's chair behind ambo and move Presider's table to side of Altar in the space between the Tabernacle and pew.
3. Place black chairs (from near the organ) in place of table at an angle to partly face the congregation.
4. Cover chairs with cloths and tie with gold bows.
5. Put up pew decorations if required.
6. If our white silk flower arrangements are being used, bring them from the music/storeroom and replace those that are up on the sanctuary.
7. The situation with fresh flowers, pew decorations and wedding candles varies greatly and should be discussed with the bride in advance.
8. If there are musicians/singers, supply microphone/s and stand/s if required. Most bring their own equipment.
9. If CD is to be played, provide CD player if necessary.
10. Turn on the fans if necessary
11. If there is to be an Offertory procession, check the number of people in the procession and leave an appropriate number of items on the table near the Sacristy door -
 - (a) 2 people - wine cruet and paten with Mass host;
 - (b) 3 or 4 people – both cruets and paten with large host, plus bowl of hosts if necessary.
12. Celebrant will prepare register and documents. These are placed on the credence or baptismal table.
13. If wedding candles (one for each family and one for the couple) are to be used, place them on glass dishes – family ones on the appropriate side of the Altar (bride's on the left and groom's on the right) and the couple's one in the centre. Place a taper next to each family candle on the glass dish (which prevents burning the Altar cloth after the taper is extinguished). The family candles are usually lit by the mothers of the couple and the couple's one is lit by the couple from the family candles after the exchange of rings.
14. If there is only a couple's candle, place it on the glass dish between the two church candles and place a taper next to each of the Church candles on a glass dish to avoid burning the Altar cloth (as above).
15. If there are no wedding candles, place the church candles on the Altar and light when the bridal car arrives.
16. Place a lighter on the Altar behind the candle nearest the ambo.

17. Set up as usual for Mass.
18. Mark appropriate pages in the Sacramentary (Wedding Mass and Marriage Preface).
19. If the bride prefers, close the main doors while the bridal party alights from the cars and photographs are taken and open them when the entrance music begins.

II. After Mass

1. It may be necessary to wait for the bridal party to have photographs taken in front of the Altar before clearing up.
2. Ensure family candles and special pen (if used for signing of register) are returned to a member of the family or bridal party. Wait until candles have set before moving them off the Altar.
3. Put everything away.
4. Take covers off chairs and pack away. Return chairs to the area near the organ.
5. Remove the pew decorations and pack away. If they have been supplied by the bride, return them to a family member or the bridal party.
6. Pick up any service booklets left behind.
7. Switch everything off (sound system, lights and fans) and lock all the doors.

C. Ceremony Only

1. Open all the doors and both main doors. Open toilet doors.
2. Turn on the fans if necessary
3. Musicians/singers, *as above*.
4. The situation with fresh flowers, pew decorations and wedding candles varies greatly and should be discussed with the bride in advance.
5. Chairs may or may not be used depending on the couple and/or the presider. Occasionally, the couple stand at the foot of the Altar for the entire ceremony but most prefer to be seated. Move Presider's chair and table and prepare chairs as above.
6. Candles, *as above*.
7. Lighter, *as above*.
8. Celebrant will prepare documents and books.
9. Closing main doors on bride's arrival, *as above*.

D. After the Ceremony

1. It may be necessary to wait for the bridal party to have photographs taken in front of the Altar before clearing up.
2. Ensure family candles and special pen (if used for signing of register) are returned to a member of the family or bridal party. Allow candle wax to set before moving them off the Altar.
3. Put everything away.
4. Take covers off chairs if used and pack away. Return chairs to the area near the organ.

5. Remove the pew decorations if use and pack way. If they have been supplied by the bride, return them to a member of the family or the bridal party.
6. Pick up any service booklets left behind.
7. Switch everything off (sound system, lights and fans) and lock all the doors.

APPENDIX 7: EXPOSITION AND MASS

Setting up

1. Place Corporal on the Altar.
2. Place two (2) candles next to each top corner of the Corporal.
3. Place monstrance on the Altar to the right side of the Corporal facing outwards.
4. Check hosts in the Tabernacle and leave key in the Tabernacle.
5. Place humeral veil in a position close to the foot of the Altar.

6. Set up for Mass and place items on the Credence Table.
7. If host in the lunette in the Tabernacle needs to be changed, put an extra Mass host on the paten (every 3-4 weeks).
8. Put Lectionary and Prayers of Intercession book on the ambo.
9. Place the Presider's Prayers of Intercession book on the presider's table.

In the Sacristy

1. Have thurible, incense and charcoal ready for lighting 5 minutes before the time of the Exposition.*

Reposition

1. Light another charcoal for Benediction and Reposition 5 minutes before.

After the Reposition

1. Leaving candles lit, carefully move them to the front corners of the Altar (two each side) for the Mass.
2. Return Monstrance and humeral veil to the Sacristy and put them away.

After Mass

1. Put everything away.

At St Michael's

*After each use of the thurible, put the used piece of charcoal in the small metal bucket of sand. Leave it on the sink to cool down.

Figure 7: Position of Candles

During Exposition



During Mass





27 September, 2019

LAY LITURGICAL MINISTRIES IN THE DIOCESE OF PARRAMATTA

Dear Father/Deacon,

As a consequence of the liturgical reforms mandated by the Second Vatican Council a number of liturgical ministries have been open for lay men and women to assist in the celebration of the rites of the Church.

It is almost universal now that lay people assist in proclaiming the Word of God, in assisting in the administration of Holy Communion, and also engaging in serving in various capacities at the altar.

At the recent meeting of the Council of Priests (12 September, 2019) the Council endorsed and Bishop Vincent Long approved of a new set of guidelines for lay liturgical ministries in the Diocese. From 1 November, 2019 the following new guidelines will take effect.

1. Minister at the Altar.

The Diocese will cease to install lay men to the ministry of Acolyte (with the exception of those preparing for Ordination as either permanent Deacons or Priests.) A new office of Minister at the Altar will be open to men and women above the age of 18 years who have completed a course of preparation which will be conducted by the Office for Worship. They will require the endorsement of their Parish Priest before undertaking the course. The liturgical functions of the new office will mirror those of an instituted Acolyte with the exception of cleansing the vessels at the conclusion of Holy Communion. A Minister at the Altar will also exercise the ministry of Extraordinary Minister of Holy Communion, the training for which will be included in the course. Those who have previously been instituted as Acolytes will continue to exercise that ministry as before.

2. Extraordinary Minister of Holy Communion.

Those aspiring to be Extraordinary Ministers of Holy Communion will require endorsement of their Parish Priest, and will also be required to undertake a preparation course that will be conducted by the Office of Worship.

3. Readers.

As with the above, those aspiring to become Readers will require the endorsement of their Parish Priest, and will also be required to undertake a preparation course that will be conducted by the Office for Worship.

GLOSSARY

Minister at the Altar: A male or female person commissioned with the role to assist the Priest at the Altar.

Altar Server: A male or female person commissioned to the role of serving at the Altar.

Communicant: An individual who receives Holy Communion.

Junior Altar Server: A male or female person aged younger than 16 years commissioned to the role of serving at the Altar.

Liturgical Ministers: Those ministers who partake in Ministry during Mass. These may include, but are not limited to:

- Minister at the Altar
- Extraordinary Ministers of Holy Communion
- Ministers of the Word
- Altar Servers

Presider/Celebrant/Priest: The Ordained Minister leading the Mass.

Minister of the Word/Reader: A male or female person commissioned to proclaim the scripture readings from the Lectionary at Mass.

Ministry Identification Number: An identification number given to a Priest by the Diocese.

Ordo: A booklet containing short and abbreviated directions for the contents of the office and Mass of each day in the year.

Sacristy: A room in a church where a priest prepares for a service, and where vestments and articles of worship are kept.

Senior Altar Server: A male or female person aged 16 years and older commissioned to the role of serving at the Altar.

Vestry: A room or building attached to a church, used as an office and for changing into ceremonial vestments.

Names and Places

Listed below are the names and descriptions of the areas and items that are used in the liturgy. You should know them so that you are able to use them properly and are able to understand what other ministers are talking about when these things are referred to. You should, of course, treat all the areas and items used for worship with special respect and care.

Areas of the Church

The **Sanctuary** is the area in the center of the church where the **presider's chair**, the **ambo**, and the **altar** are located. The Sanctuary is usually higher than the rest of the church.



The Sanctuary

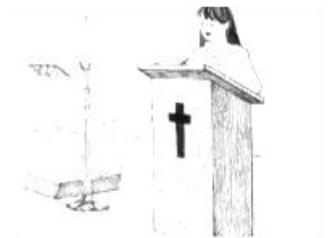
There are pieces of special furniture on the Sanctuary.



Presider's Chair

The **Presider's Chair** is the chair that the priest uses to sit on when he presides (leads) at Mass during the Liturgy of the Word and the concluding prayers of the Mass.

The **Ambo** is the stand at which the Word of God is read from the lectionary. The homily is usually delivered from the ambo also. The ambo is also sometimes called the Pulpit or Lectern.



Ambo



The Altar

The **Altar** is the holy table from which the priest presides over the Liturgy of the Eucharist.

The **Tabernacle** is the large, decorated box or safe in which the consecrated Eucharistic Bread is kept.



The Tabernacle



The Credence Table

The **Credence Table** is the side table near the sanctuary where items are kept when they are needed for Mass but are not currently being used.

The **Baptismal Font** is where baptisms take place.



The Baptismal Font

The **Sacristy** is the room where the priest vests (gets dressed) and prepares for Mass.

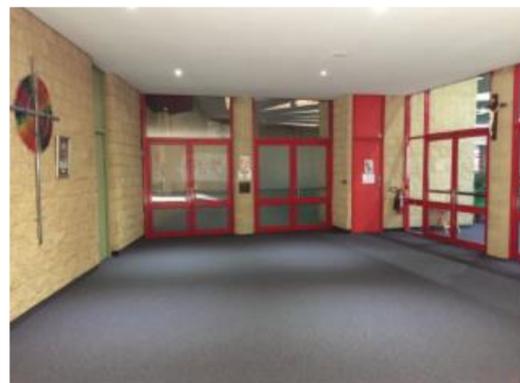
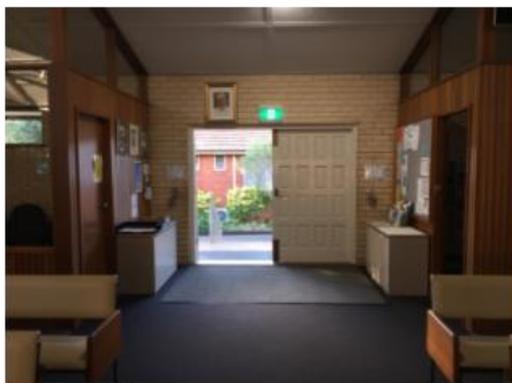
In a church there are **Reconciliation Rooms**. These are the rooms where the Sacrament of Reconciliation (Penance) is celebrated.



The Ambry

The **Ambry** is the place where the Holy Oils are kept. . There are three Holy Oils stored there: The Oil of Catechumens, the Sacred Chrism, and the Oil of the Sick.

The **Narthex (Gathering Space)** is the area just outside the church where people can assemble before Mass begins (like a foyer).



Things we use during Mass

Special Books



The **Lectionary** is the large book containing the readings from the Bible that are proclaimed at all Masses. It is used by the lector and by the priest. Sometimes a separate Book of the Gospels is also used.

The **Sacramentary** is a book containing all of the prayers the priest says during Mass.



Special Linen



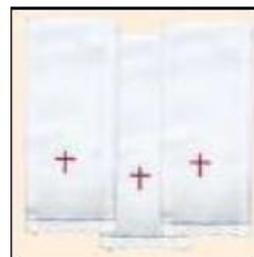
The Corporal

The **Corporal** is a white cloth that is spread upon the altar during Mass. The chalice and paten are placed on the corporal. The chalice is placed on the right top corner of the corporal. The paten is placed in the center of the corporal. The sacramentary is placed in the top left corner of the corporal.

A **Purificator/Purifier** is a white cloth (similar to a napkin) which is used to wipe the rim of the chalice after drinking from it.

A **Towel** is used by the priest to dry his hands after the hand washing.

The **Pall** is a small square of stiffened linen ornamented with a cross, which is laid upon the top of the chalice to protect its contents from flies or dust.



Purifier

Special Clothing

The **Alb** is a long white robe worn by the priest, the deacon, and the altar servers. The alb is a reminder of our baptism.

The **Cincture** is a rope or cord worn around the waist (like a belt) over the alb.



Stole

The **Stole** is a long, narrow band of cloth that looks like a scarf. A priest wears the stole draped over his shoulders and hanging down in front; a deacon wears a stole draped over one shoulder and diagonally across his chest. Stoles may be white, green, red, purple, or gold.

The **Chasuble** is the outer garment worn by the priest at Mass. It usually matches the color of the stole.



Chasuble

Liturgical Season and Colours

Advent is the period of four weeks of preparation prior to Christmas.

Violet or purple is the colour for this season.

The **Christmas Season** begins on Christmas Eve and continues until the feast of the Baptism of the Lord. **White or gold** is the colour for this season.

Lent is the forty-day period before Easter.

Violet or purple is the colour for this season.

Easter is the great fifty-day season beginning with the Easter Vigil on Holy Saturday night and continuing until the feast of Pentecost.

White or gold is the colour for Easter, and **red** is the colour for **Pentecost**.

Ordinary Time means that no particular season or feast is being celebrated.

Green is the colour for ordinary time.

Red is also used on **Good Friday**, at **Confirmation**, and on the **feasts and memorials of martyrs**.



Chalice



Paten



Ciborium

Special Vessels

The **Chalice** is the cup that holds the wine for Holy Communion.

The **Paten** is a plate that holds the bread for Holy Communion.

A **Ciborium**, (plural=**Ciboria**) is a special container that looks like a round gold box that is used to hold the bread (hosts) for Holy Communion. It has a lid or a cover. Ciboria that hold consecrated hosts are stored in the tabernacle.

Cruets are little vessels that contain the water and wine at Mass.

A **Lavabo Bowl** is a bowl over which the priest washes his hands during Mass (water drips into this bowl).

A **Monstrance** is a special vessel used to display the consecrated Eucharistic Host during adoration and benediction.



Cruets



Monstrance



Lavabo Bowl



Thurible &
Boat

Other Items

The **Censer**, or **Thurible**, is a metal container on a chain in which incense is burned on a piece of charcoal. The person who holds the Thurible is called the **Thurifer**.

The **Incense Boat** (sometimes just called the Boat) is the container that holds the unburned incense. A spoon is used to scoop the incense from the boat into the thurible.

Incense is a mixture of leaves, bark, and other natural materials which, when burned, produces a sweet-smelling smoke. The smoke rises and represents our prayers rising to God.



Paschal
Candle

The **Holy Water Bucket** is the container used to hold holy water.

The **Sprinkler** (or **Aspergill**) is used to spray holy water over the people during a blessing or a sprinkling rite.



Holy Water Bucket &
Sprinkler

The **Pascal Candle**, or **Easter Candle**, is the large candle that is located near the baptismal font.



Processional
Cross

The **Processional Cross** is the large cross that is carried in by a server at the beginning of Mass and is carried out at the end of Mass.



Altar Bells

The **Altar Bells** are used during the Eucharistic Prayer.

FREQUENTLY ASKED QUESTIONS

REGARDING THE DISTRIBUTION OF COMMUNION

1. What does the minister of the Chalice do if the precious Blood is finished before all communicants receive?

The Minister covers the chalice with the purifier and directs communicants to take from another chalice. The minister then returns their chalice to the credence table.

2. What does the minister of the Body of Christ do if the hosts are finishing before all communicants receive?

At all times the dignity of the Eucharist is the main focus during the distribution of Holy Communion.

If the minister requires more consecrated hosts, gently ask the communicants to wait whilst more consecrated hosts are obtained from a nearby minister or from the Altar. The line may also be directed to another position to receive communion.

3. What does the minister of the Body of Christ do if they have distributed to all on their 'queue' but there is still a queue at another position?

The minister may walk to the queue at a nearby position and assist the minister there. Please do not distribute communion from a position other than those marked, unless the minister is approaching a person who wishes to receive communion from their seat.

4. What happens if the Precious Blood is spilt?

In the event where the Precious Blood is spilt, the minister is to place the purifier immediately over the spill. If needed, ask someone close by to maintain watch of the spill while more purifiers are located and placed over the spill. At the end of Mass, with water, soak up the spill and then discard the water in the garden.

5. What happens if the Body of Christ is dropped?

In the event where a full ciborium of consecrated hosts is dropped, the minister gathers all the spilt hosts back into the ciborium. The minister then returns the entire contents of the ciborium to the Altar and waits there to alert

the Celebrant or the Minister at the Altar of the spillage. If these hosts are unable to be used, they are to be dissolved in water and discarded reverently.

If only one or a few consecrated hosts are dropped, the minister may consume these immediately and continue at the position to distribute communion once the hosts are fully consumed.

Alternatively, the hosts may be kept at the side of the ciborium under the minister's thumb and then dissolved after Mass.

If a consecrated host has made contact with a liquid surface, e.g. the tongue, the minister is to find a purifier and place the purifier over the consecrated host. When appropriate, the minister is to collect the soiled consecrated host and place them on the corporal on the Altar. Alert the Celebrant or the Minister at the Altar of the spoiled consecrated host. They are to be dissolved in water and discarded reverently.

6. Whose responsibility is it to ensure the communicant consumes the Body of Christ as they receive it?

The Extraordinary Minister of Holy Communion is responsible for the consecrated hosts they have at that time.

7. What does a minister do if the communicant does not consume the host upon receipt and attempts to walk away?

In the event that a communicant does not consume the consecrated host upon receipt, watch, in those moments after to see if the communicant does consume. If the communicant still does not consume the consecrated host, stop distributing communion and gently go to the person and ask them to consume the host. If they do not do so, ask for the consecrated host back and either consume or keep and inform the Celebrant/Minister at the Altar when appropriate.

Please return to the distribution of Holy Communion.

8. Some people will come to communion and ask for intinction, that is, dipping the consecrated host into the Precious Blood. What do we do?

The practice of intinction has been discouraged by the Australian Catholic Bishops Conference. According to paragraph 287 of the GIRM, if someone would like intinction, they are to receive the intincted host by the mouth (i.e. not in the hand) from the priest who *himself* dips the host into the chalice.

Note: the communicant is not to instinct themselves. Since this is practically cumbersome, there is to be no intinction in MQOF.

9. Why is communion under both species being reduced?

Please note the word, 'reduced'. Communion under both kinds will continue in MQOF, but under more restricted circumstances. The reason for this developed first out of observations from the clergy team that frequently and at several different Sunday Masses (e.g. Saturday Vigil, 7am, Sunday 5:30pm etc.), there were not sufficient Extraordinary Ministers of Holy Communion to distribute all the chalices. This often left the Acolyte/Adult server (now Minister at the Altar) running around up until close to the beginning of Mass trying to find replacements. Second, the clergy team noted the unsuitability of the top-heavy silver chalices at St. Patrick's and so, suggested reducing the number of chalices at St. Patrick's to two so as to avoid possible spillages by using the bottom-heavy gold chalices. They were advised by the liturgy committee that this would present a logistical issue. Therefore, it was agreed by the liturgy committee, and with the approval of the clergy team, to reduce the offer of communion under both kinds to more solemn Masses where the number of Extraordinary Ministers of Holy Communion will be more likely guaranteed e.g. Holy Thursday.

In the face of this change, it is important that we remind ourselves of the consistent teaching of the Church on the reception of Holy Communion:

'Sacred pastors should take care to ensure that the faithful who participate in the rite or are present at it are as fully aware as possible of the Catholic teaching on the form of Holy Communion as set forth by the Ecumenical Council of Trent. Above all, they should instruct the Christian faithful that the Catholic faith teaches that Christ, whole and entire, and the true Sacrament, is received even under only one species, and consequently, that as far as the effects are concerned, those who receive under only one species are not deprived of any of the grace that is necessary for salvation.' GIRM #282.

REGARDING THE REVIEW AND IMPLEMENTATION OF THE PROCEDURES

1. 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. However, there are notable changes and these have occurred, in part, due to the: rectification of practices that were not supported by the GIRM; adoption of new Diocesan guidelines; observations of the new clergy team; suggestions of parishioners and the liturgy committee.

We have many ministers who minister at different Masses and at both our Churches. Originally, 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 mid-2019 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 two long meetings evaluating each area of the previous procedures and determined which areas of our liturgy needed revision and clarification.

c) The Clergy of the Parish offered feedback after their own observations and review of Church documents.

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 in accordance with the *General Instruction of the Roman Missal*, Diocesan guidelines, as well as best practice responding to the local situation of the Catholic Parish of Blacktown. All the while, we have kept in mind the seriousness of all the faithful, including clergy, to maintain fidelity in these matters:

'The liturgical books, approved by the competent authority, are to be faithfully followed in the celebration of the sacraments. Accordingly, no one may on a personal initiative add to or omit or alter anything in those books.'⁸

2. When will these changes begin?

The changes will begin from 6th December 2019, at the Ministry Mass.

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

In the weeks before 6th December 2019 there will be several avenues used to inform parishioners and ministers about the changes. These include, but are not limited to;

⁸ Code of Canon Law, 846§1

- a) workshops for Ministers at the Altar and Extraordinary Minister of Holy Communion;
- b) Social Media and the parish Facebook page;
- c) the Parish Bulletin;
- d) Parish noticeboards;
- e) MQOF Ministry Newsletter and other emails.

4. 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 then move up when the priest receives communion.
- b) St Patrick's Church: please stand alongside the ramp then move up when the priest receives communion.

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

When the Priest receives from the chalice.

7. When do Ministers at the Altar and Altar Servers proceed to receive communion?

At the commencement of the 'Sign of Peace', Altar Servers, Minister at the Altars and Minister at the Altars will move onto the Sanctuary surrounding the Altar.

8. 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 by a Priest or Deacon either during Mass, or after, should he deem it suitable.

9. How does a Minister at the Altar 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 Ministers at the Altar) 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 Ministers at the Altar) plus the one position of Celebrant.

Communion under both species, however, will be reserved to more solemn celebrations where the required number of extraordinary ministers of holy communion can be guaranteed, e.g. Holy Thursday.

As a result, St. Patrick's will ordinarily only require 6 extraordinary ministers of holy communion, and St. Michael's will require 3.

10. What is a 'Minister at the Altar', and how has it replaced Acolyte/Adult server?

From 1st November 2019, the Bishop's-approved guidelines for Lay Liturgical Ministries comes into effect (see Appendix 8). Much of these guidelines reflect current practice, but there is one significant change. There will no longer be instituted Acolytes in the Diocese of Parramatta, except those men pursuing ordained ministry. In place of Acolytes and the more recent 'Adult server' designation, the Bishop has approved a new role, 'Minister at the Altar'. This role is open to both men and women, no distinction, and fulfills much of the same duties as the previous Acolyte. However, purification is not among the approved duties of this new role and is thus deferred to the Priest or Deacon. For more information, see Appendix 8.

Note, if you have been instituted as an Acolyte previously, you do not cease to function as such. You will, however, be referred to as a 'Minister at the Altar'.

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 revised 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 clergy team 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.

