



MARY, QUEEN OF THE FAMILY PARISH, BLACKTOWN

Mail: 51-59 Allawah Street, Blacktown 2148 **Tel:** 9622 1125

Email: admin@mqofblacktown.org.au

Web: www.mqofblacktown.org.au

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

LITURGY OF THE EUCHARIST

COLLECTIONS

1. The first collection is to start as soon as the Celebrant finishes the prayer after the General Intercessions.
2. The Procession of the Gifts will include the money collected during the first collection. Therefore must not begin before the collection is completed and bagged.
3. The second collection will take place at the conclusion of the Prayer after Communion and during the Parish notices.
4. After the Mass, the collections are to be moved to the designated secure space by the Acolyte/Adult Server.

PROCESSION OF THE GIFTS

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 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 at this time.

2. The Procession of the Gifts will include the money collected during the first collection. Therefore the Procession of the Gifts must not begin before the collection is completed and placed in collection bags.
3. If there is Children's Liturgy at the mass, the Acolytes/Adult Servers will wait for the children to join the Procession of the Gifts where children will make their way to their families.
4. The Celebrant will not move to the front of the altar until the collection is completed and ready to process.
5. The Gifts will be received by the Celebrant and the servers.

CONSECRATION

1. For all Masses a large host is to be used for Consecration.
2. The offertory vessels will be brought to the altar.
3. The ciborium remains on the corporal to be consecrated.
4. The wine decanter is opened and wine is poured into the main Chalice only.
5. The remaining wine is to be left in the decanter on the corporal to be consecrated. This will be poured at the time of the 'Lamb of God'.

POSITIONS FOR EUCHARIST

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 Acolytes/Adult Servers) plus the one position of Celebrant. Please see Figure 3 for the positions in the Church.
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 Acolytes/Adult Servers) plus the one position of Celebrant. Please see Figure 5 for the positions in the Church.
3. 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.

DISTRIBUTION OF COMMUNION

DISTRIBUTION OF COMMUNION TO ADULT SERVERS/ACOLYTES and ALTAR SERVERS

1. At the time of the Sign of Peace, the Tabernacle may be approached by the Celebrant or Deacon or Acolyte/Adult Server 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.
2. At the commencement of the 'Lamb of God', Altar Servers, Adult Servers and Acolytes will move onto the Sanctuary surrounding the altar.
3. During the 'Lamb of God' all the wine is to be distributed into the smaller chalices.

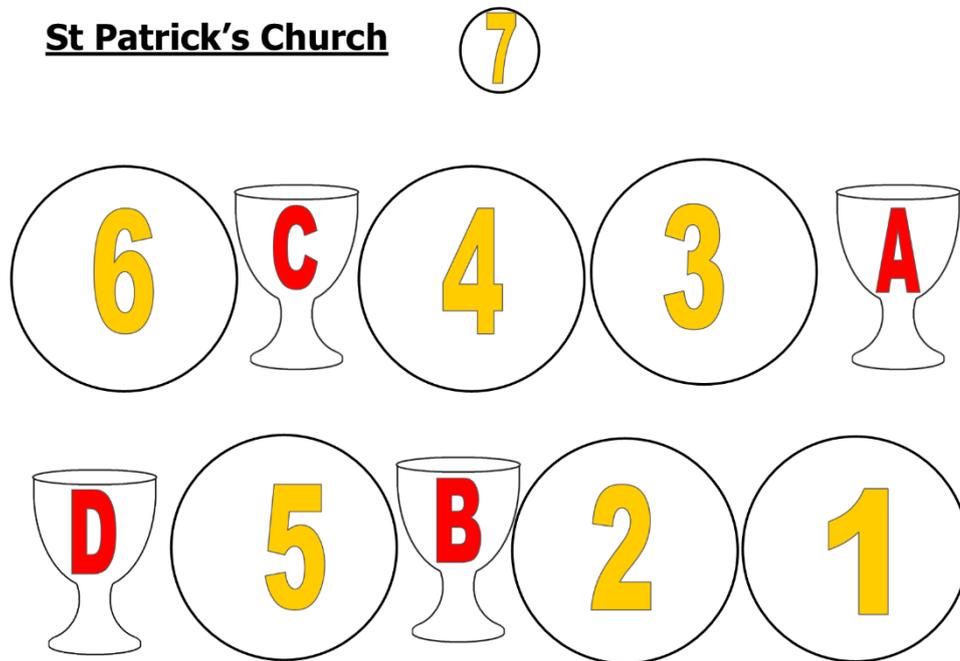
4. The Priest will distribute communion to the Altar Servers, Adult Servers & Acolytes who will leave the Eucharist lay in their hands so that the Presider may receive in an act of communion with them.
5. The Priest will say "Behold ..."
6. The Priest will consume the Body of Christ followed by the Altar Servers, Adult Servers and Acolytes.
7. 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.
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.

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

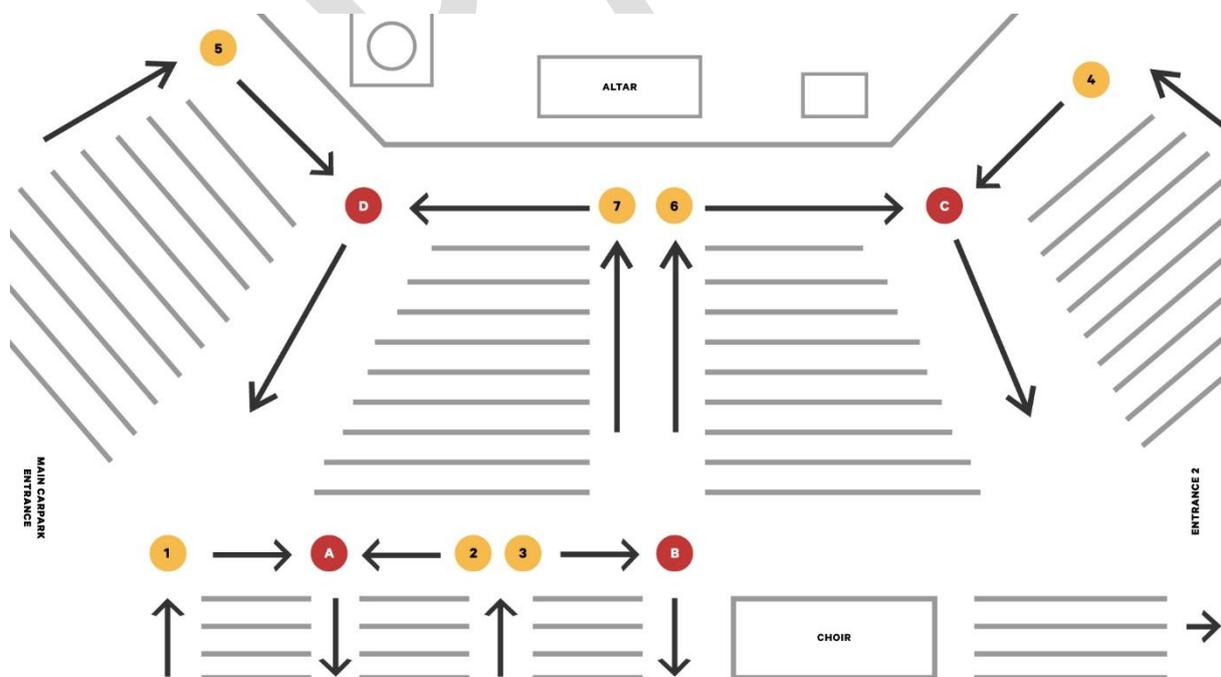


Figure 4: ST MICHAEL'S CHURCH:

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

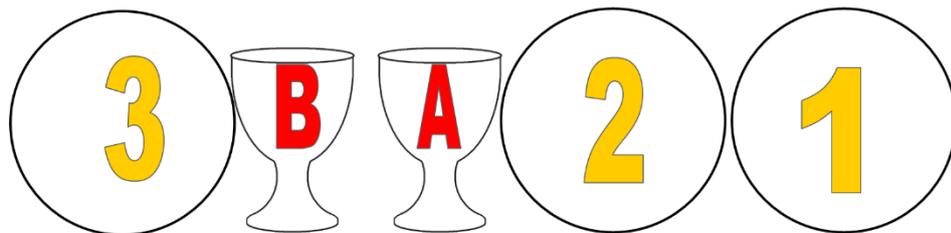
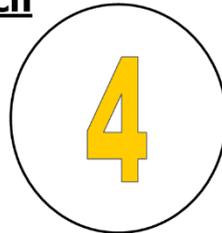
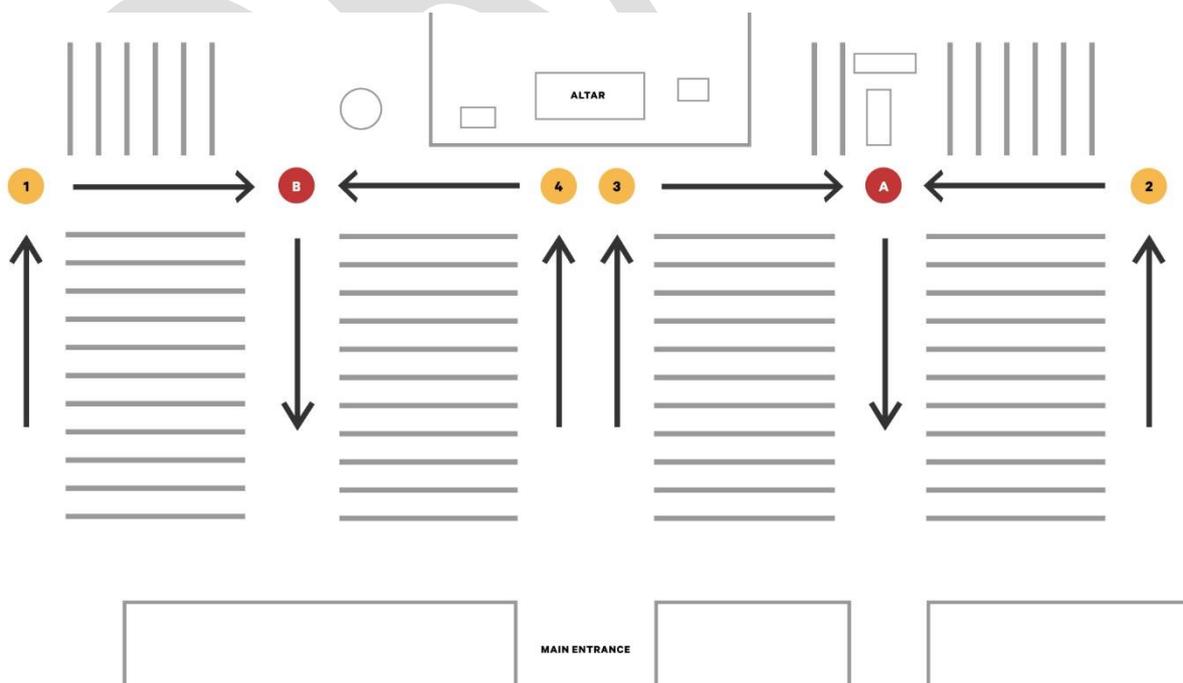


Figure 5:

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.

PURIFYING VESSELS

1. The Priest or Deacon will not purify sacred vessels at the end of the Communion Rite. The best practice for ciboria is:
 - a) Return to the Adult Server/Acolyte who will empty, with reverence, the ciboria into larger ciborium;
 - b) The Eucharistic Ministers are to give their ciborium to the Acolytes/Adult Server.
 - c) All ciboria will be moved to the credence table by the Acolytes/Adult Servers.
 - d) If no one is at the altar at the time, please simply leave the ciborium on the altar.
2. A Minister of the Chalice will consume any remaining wine and leave the chalice on the credence table, folding the purifier and leaving it on top of the chalice.
3. 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.
4. The Priest is to invite the congregation to stand for the Prayer after Communion.

HOW TO PURIFY SACRED VESSELS

1. The purification of Sacred Vessels is to be done by the Acolyte/Adult Server appointed to that particular Mass in which the Sacred Vessels are being used.
2. Sacred Vessels are to be purified at the end of each Mass by washing gently in warm water.
3. Sacred Vessels are to be dried and put away in their safe location.
4. Used purifiers and corporals are to be placed in the linen washing basket to be washed and prepared for future Masses.

APPENDIX 1: ACOLYTES/ADULT SERVERS DUTIES

ACOLYTES

1. The Acolyte is instituted for service at the altar and to assist the Priest and Deacon (GIRM #98).
2. The Acolyte has a particular role in preparing the altar and the sacred vessels. In the absence of an Acolyte, an Altar Server may assume this role.
3. The role of the Acolyte during the celebration of Mass is outlined in the General Instruction of the Roman Missal (GIRM #187-193).
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.
5. An Acolyte may act as an Extraordinary Minister of Holy Communion (GIRM #98).
6. Adult men and women servers (Adult Servers) may fulfil the duties of an Acolyte.

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.
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. Acolyte and Adult Servers will wear an alb and cincture and corresponding ministry medallion. (Please see section - Attire)
7. Ensure that all ministers (Readers, Eucharistic Ministers) have arrived to serve for Mass. Readers and Eucharistic Ministers are asked to arrive at least 15 minutes before Mass, and inform the Adult Server/Acolyte 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 Acolyte/Adult Server 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.

DURING MASS

1. In the procession to the altar, the Acolyte/Adult Servers 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 Acolyte/Adult Servers or Altar Server, 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 Acolyte/Adult Servers 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 Acolyte/Adult Servers or Altar Server occupies a place from which he or she can conveniently fulfil this ministry (GIRM #189). This does not mean the Acolyte or Server sits beside the Priest (reserved for the Deacon), or 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 Acolyte/Adult Servers or Altar Server stands to the side to hold the book).
6. The Acolyte/Adult Server, 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 Acolyte/Adult Servers prepares the altar. The corporal is spread in the centre of the altar, 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 Acolyte/Adult Servers and/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 Acolyte/Adult Servers or Altar Server presents the censer (thurible) to the Priest and assists him in incensing the gifts, the cross, and the altar. Then the Acolyte/Adult Servers or Altar Server incenses the Priest and the people.
13. The Acolyte/Adult Servers 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 Acolyte/Adult Servers 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 Acolyte/Adult Server 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 duly instituted Acolyte, 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 Acolyte may administer the Chalice to the communicants (GIRM #191).
19. If an Adult Server 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 an Acolyte/Adult Server or an Extraordinary Minister of Holy Communion to do so.
21. After the distribution of Communion, a duly instituted Acolyte helps the Priest or Deacon to purify and arrange the sacred vessels. In the absence of a Deacon, a duly instituted acolyte carries the sacred vessels to the credence table, and there purifies them, wipes them and arranges them as usual (GIRM #192). The purification of the vessels may be left until immediately after Mass following the dismissal of the people (GIRM #163). Mary, Queen of the Family parish chooses the option to purify the vessels immediately after the Mass.
22. The Acolyte/Adult Server or Altar Server holds the book for the Prayer after Communion and the Dismissal 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 Acolyte/Adult Server is to instruct the Altar Server and guide them as to the next steps in the liturgy.

AFTER MASS

1. After the celebration of Mass, the Acolyte, Adult Server 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 purified.
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.

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.

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 Minsters 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.

DRAFT

**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.

