

DIOCESE OF Hexham & Newcastle

# Liturgical Ministries Toolkit



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## About This Liturgical Toolkit

Partnerships in the Diocese now have the opportunity to review all aspects of parish life as part of the implementation of the 'Forward Together in Hope' programme. A series of Toolkits has been designed to assist partnerships as they reflect on individual parish systems and practices and begin the process of consolidating these within their partnership framework. This is the Toolkit which deals with Liturgy, especially Sunday worship.

### Why well prepared Liturgies are important:

Involvement in the Liturgy of the Church carries rights and responsibilities which are given to every Catholic at their baptism:

'The Church earnestly desires that all the faithful should be led to that fully conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy. Such participation by the Christian people as "a chosen race, a royal priesthood, a holy nation, a redeemed people" (1 Pet. 2:9; cf. 2:4-5), is their right and duty by reason of their baptism'. (Sacrosanctum Concilium 14)

Our awareness and understanding of these rights and responsibilities needs to grow throughout our faith journey:

'The celebration of the Eucharist in a particular Church is of the utmost importance...the lay Christian faithful (must be helped to) grasp ever more deeply the genuine significance of the rites and liturgical texts, and thereby be led to the active and fruitful celebration of the Eucharist'. (GIRM 22) (*General Instruction on the Roman Missal 22*)

Finally, Pope Benedict reminds us that:

***'We must learn to understand the structure of the Liturgy and why it is laid out as it is'.***

### How to use this Liturgical Toolkit

This Toolkit is designed to assist us to review in a positive way how Sunday worship especially is celebrated in the parish and to consider how we might wish to enhance the experience of it in our community, or whether we might be able to share any good practice with others.

The starting point is the **Liturgical Ministries Spreadsheet Tool** which is designed to enable an initial assessment of how the parish is doing in relation to seven specific areas of liturgical practice. These areas cover the roles undertaken by; Sacristans, Welcomers, Servers, Leaders of Children's Liturgy, Readers, Intercession Writers and Extraordinary Ministers of Holy Communion. By answering these questions a simple overview of the Sunday Liturgy as it is currently practiced in the parish is created. The 'yes', 'no' answers will show at a glance the areas of parish liturgical life which are being celebrated well, those which may need improvement or those which could be enhanced.

This information may prompt a closer review of specific aspects of the Sunday Liturgy. The following resources provide the framework needed to carry out the review:

- **A set of good practice guidelines**, prepared by the Diocese for each of the seven areas of ministry. These will act as points of reference and will support discussion and aid future decision-making.
- **A four part questionnaire about each ministry**, covering general issues, those specific to the ministry, and those relating to recruitment and training. The section is drawn together in a series of questions and outcomes.
- **An action planner tool** to enable the listing of overall aims for the ministry, specific actions to achieve each aim, and to enable the setting of a timeframe within which the actions should be taken - together with a note of the people to take responsibility for this.

There is no requirement to review all seven areas covered in the toolkit, nor is there a timescale for completion. Parishes or partnerships may wish to focus on one or two areas in the first instance, leaving others until a later date. The whole process is designed to assist, not to test. A system of regular review and reflection of liturgical practice will help communities to maintain high standards of provision into the future.

### **Next steps**

As we are all now moving 'forward together in hope' and growing in awareness of our own parish's strengths and needs, the next logical stage would be to move outward to other neighbouring parishes within the Partnership.

Through consultation and comparison of findings it may be decided that collaboration would be helpful. This could lead to a joint request to access Diocesan training which is available in many different forms. Parishes with strengths in particular aspects of the Liturgy may support their neighbouring parishes within the Partnership.

Whatever route is taken, this will be a long journey over the next couple of years. A journey, which it is hoped, will bring our communities closer together, so that we share with open minds and hearts and work together for the glory of God to build up His Kingdom in the Diocese of Hexham & Newcastle.

### **Useful Websites**

[www.rcdhn.org.uk](http://www.rcdhn.org.uk)

[www.liturgyoffice.org.uk](http://www.liturgyoffice.org.uk)

<http://w2.vatican.va/content/vatican/en.html>

# Liturgical ministries

Parish:

Date :

How we are doing	EXAMPLE	SACRISTANS	WELCOMERS	SERVERS	CHILDRENS LITURGY	READERS	INTERCESSION WRITERS	MINISTERS (EMHC)
There are sufficient team resources operating on a rota basis	N							
The team have all received instruction and or training	Y							
The team are commissioned to serve as per Diocesan requirements for this ministry	N							
The team all fulfil Diocesan Safeguarding requirements*	Y				N/A	N/A		
The team carry out their role as listed in the Diocesan guidelines	Y							
The team demonstrate the required level of continuing formation for this ministry	Y							
Recruitment takes place sufficiently regularly to ensure that team resources are maintained	Y							
		use the drop down list in the CELL if using on PC COLUMN B is completed as an example						
This spreadsheet can be used as an electronic (soft copy) document or printed blank and used as a hard copy document if preferred	Y	Parish fulfills this most if not all of the time						
	N	Parish fulfills this sometimes or rarely						
* Applicable to all team members over age of 18 years								

# Good Practice for Sacristans

## General

Sacristans are chosen for their suitability and collaborate willingly with other ministers of the Church.

Sacristans fulfil the commissioning and safeguarding rules as directed by the Diocese.

Sacristans undertake a training programme offered either by the Parish, Partnership or Diocese.

Sacristans are provided with opportunities for prayer, reflection and ongoing formation.

Sacristans are given a clear understanding of what is expected of them.

Sacristans who are consistently unavailable consider whether they are able to continue in the role at this time.

Some Sacristans may be delegated with responsibility for ordering regular items & materials used in their ministry.

## Setting up for Sunday and Weekday Mass

Sacristans arrive in good time for Mass so that others are not unnecessarily concerned about their availability, in accordance with the rota.

Sacristans are able to find a substitute if they are unavailable on a given occasion.

Sacristans spend some moments in prayer in preparation for the exercise of their ministry.

Sacristans have checklists & resources provided by the Parish, Partnership or Diocese to help them to carry out their ministry.

Sacristans fulfil their ministry calmly and with a spirit of reverence.

Sacristans carry out only one form of ministry at Mass in conformity to the Principle of Subsidiarity.

## Setting up for Other Services

Sacristans may be asked to prepare for Funerals, Weddings, Baptisms or other services.

Sacristans refer to the checklists & resources provided to ensure that all is in order for these services.

## Questionnaire 1 - Sacristans

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Do they fulfil the requirements of the Diocesan Safeguarding Office?		
Have all Sacristans completed the Diocesan training?		
Is this ministry carried out at all Masses and other services?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Sacristans have a system to arrange cover?		
Do you have Sacristans for: <i>Weekday Mass/Services?</i> <i>Weddings?</i> <i>Funerals?</i> <i>Baptisms?</i>		
Do you have a 'lead' Sacristan who has overall responsibility for ordering supplies etc?		
Are Sacristans responsible for opening/closing the church?		
Are Sacristans commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Sacristans for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Sacristans available to serve other churches in the Partnership?		

## Action Planner 1 - Sacristans

Overall Aim	Specific Actions	By When	By Whom

# Good Practice for Welcomers

## At Mass

There are sufficient numbers of Welcomers at the door of the church.

Welcomers verbally greet people entering the church.

Welcomers distribute hymn books, Mass sheets, newsletters to those entering.

Welcomers make it their task to know the names of regular parishioners.

Welcomers make an effort to follow up on regular parishioners who may be absent over a long period of time.

Welcomers identify newcomers who arrive at church.

Welcomers are available to assist a parishioner in any kind of need.

Welcomers say farewell at the end of Mass.

## On Other Occasions

Welcomers are available for greeting families and friends at Baptisms, Funerals and, if required, at Weddings.

Welcomers are able to respond to any needs, queries or requests at these services.

## Roles and Responsibilities

A co-ordinator organises a rota for this ministry.

A Welcomer may be responsible for opening and closing the church.

A Welcomer may be responsible for checking that the other ministries are covered, such as: *Readers, Extraordinary Ministers of Holy Communion, Procession with the Gifts, Collectors.*

A Welcomer may need access to a telephone in an emergency.

A Welcomer may need to know what to do in an emergency e.g. an illness

## Recruitment and Training

The parish recruits new people to this ministry.

The parish encourages volunteers.

Welcomers receive initial training and ongoing formation.

## Questionnaire 2 - Welcomers

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Do they fulfil the requirements of the Diocesan Safeguarding Office?		
Is this ministry carried out at all Masses and other services?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Welcomers receive any initial training or formation?		
Do Welcomers have a system to arrange cover?		
Do you have Welcomers for: <i>Weekday Mass/Services?</i> <i>Weddings?</i> <i>Funerals?</i> <i>Baptisms?</i>		
Are Welcomers commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Welcomers for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Welcomers available to serve other churches in the Partnership?		

## Action Planner 2 - Welcomers

Overall Aim	Specific Actions	By When	By Whom

# Good Practice for Servers

## General

Servers are chosen for their suitability and hold firm to the belief of the Church in the Real Presence of Christ in the Blessed Sacrament.

Servers fulfil the commissioning and safeguarding rules as directed by the Diocese.

Servers undertake a training programme offered either by the Parish, Partnership or Diocese.

Servers are provided with opportunities for prayer, reflection and ongoing formation.

Servers are given a clear understanding of what is expected of them.

Servers who are consistently unavailable consider whether they are able to continue in that role at this time.

## Serving at Sunday and Weekday Mass

A rota detailing when Servers are expected to serve is regularly issued and readily available.

Servers fulfil their rota slot as faithfully as possible.

Servers have a means to find a substitute if they are unavailable on a given occasion.

Servers dress and present themselves in an appropriate manner.

Servers arrive in good time for Mass so that others are not unnecessarily concerned about their availability.

Servers spend some time in prayer in preparation for service.

Servers carry out their responsibilities conscientiously and with a spirit of reverence.

Servers carry out only one form of ministry at Mass in conformity with the Principle of Subsidiarity.

## Questionnaire 3 - Servers

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Do they fulfil the requirements of the Diocesan Safeguarding Office?		
Is this ministry carried out at all Masses and other services?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Servers receive any initial training or formation?		
Do Servers have a system to arrange cover?		
Do you have Servers for: <i>Weekday Mass/Services?</i> <i>Weddings?</i> <i>Funerals?</i>		
Do you have a 'Lead Server'?		
If so, is there a rota available for this role?		
Are Servers commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Servers for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Servers available to assist in other churches in the Partnership?		

### Action Planner 3 - Servers

Overall Aim	Specific Actions	By When	By Whom

# **Good Practice for Leaders of Children's Liturgy of the Word (CLOW)**

## **Preparation for Mass**

The place for the Children's Liturgy of the Word is near to the main Church and comfortable for those attending.

The Leader prepares any materials required in advance.

The Leader arrives in good time to set up the room with the appropriate materials for seating, focal point, table of the Word and any sheets as handouts to take home after Mass to reinforce the message of the Gospel.

The Leader liaises with the Sacristan for placing the Children's Lectionary on the Ambo.

The Leader liaises with the priest, altar servers, organist and collectors regarding the procedure for the children at the beginning of Mass and re-entering the church for the Procession with the Gifts.

Children's Liturgy team greet families with children entering the church and invite the children to join the group.

## **At Mass**

The children are invited to go as a group to Children's Liturgy after Mass has begun.

The Children's Lectionary is presented to them from the Ambo by the priest.

The focus during CLOW is on the proclamation of the Gospel and the understanding of it.

An altar server tells the Children's Liturgy team to return to the Church.

The children return with their Lectionary to the main Assembly in an organised way.

The children usually feedback to the main Assembly about their Celebration of the Word.

The children may take part in the Procession with the Gifts.

The Leader and the team ensure that the children return in an orderly way with any take home sheets.

The CLOW team say goodbye to the children and their families as they leave the Church.

## **Roles and Responsibilities**

A co-ordinator organises dates, leaders and sufficient team numbers for Children's Liturgy.

The co-ordinator liaises with the school to encourage attendance for Children's Liturgy.

The Leader is responsible for setting up the room where Children's Liturgy is to take place and for clearing up at the end of Mass and putting away the materials.

## **Recruitment and Training**

Leaders of Children's Liturgy receive initial training and ongoing formation, including Godly Play.

The Children's Liturgy team are made aware of Study Days for CLOW organised by the Diocese.

## Questionnaire 4 - Children's Liturgy

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Do they fulfil the requirements of the Diocesan Safeguarding Office?		
Have all Leaders completed the Diocesan training?		
Is this ministry carried out at all Sunday Masses?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Leaders have a system to arrange cover?		
Do you always have more than one Leader present?		
Do you have a Children's Liturgy every week?		
Do you have any liaison with local schools?		
Are Leaders commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Leaders for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Leaders available to serve other churches in the Partnership?		

## Action Planner 4 – Children’s Liturgy

Overall Aim	Specific Actions	By When	By Whom

## Good Practice for Readers

Readers prepare by reading through all the readings before Mass, and reflecting on their message.

There should be a different Reader for the First and Second Readings.

Readers are advised to check the Lectionary before Mass to ensure that it is opened on the correct pages.

Readers check that the microphone is switched on and angled correctly, and should know how to move it.

Readers approach and leave the Ambo respectfully.

Readers use the Lectionary, rather than a Mass Sheet or printed paper.

Readers introduce readings clearly to the assembly; e.g. 'A reading from .....'. They avoid adding unnecessary information such as, 'The first reading is from.....'

At the end of the reading, Readers should signal this by a brief pause and address the people saying, 'The Word of the Lord,' to which the people respond, 'Thanks be to God.' There should be a pause before the next reading begins.

Readers are aware of the need to speak clearly and confidently, pausing where necessary.

Readers take care to *proclaim* the Word of God, rather than merely reading the words. They adopt a suitable tone, pitch of voice and style.

If the Responsorial Psalm is not sung it is read, and attention given to its poetical character and rhythm. It may be read by the Reader with the congregation making the response, or it may be read by the whole congregation together.

Where the Psalm is read by a Reader there is no need to introduce it. The response is clearly read, and the Reader looks up to encourage the assembly to join them in repeating the response. At the end of each verse the Reader again looks up, to signal a joint repetition of the response.

At the end of the Second Reading there is a pause.

The Gospel Acclamation should be sung. If the Gospel Acclamation is not sung it is read together with the assembled people. It is not necessary to introduce this by asking people to stand or join in, as this is a familiar part of the Liturgy of the Word.

The Reader is often required to read the Bidding Prayers which are read with a pause at the end of each intercession.

## Questionnaire 5 – Readers

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Have all Readers completed the Diocesan training?		
Is this ministry carried out at all Masses and other services?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Readers have a system to arrange cover?		
Do you have a Reader allocated specifically for the Intercessions?		
Do Readers have advanced access to the passages they will read and explanatory material?		
Do you have Readers for weekday Mass/services?		
Are Readers commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Readers for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Readers available to serve other churches in the Partnership?		

# Action Planner 5 - Readers

Overall Aim	Specific Actions	By When	By Whom

## Good Practice for Intercession Writers

Volunteers who have an interest in writing the intercessions take responsibility for preparing the intercessions for the Sunday Mass.

A small group of 'writers' may meet together to write the intercessions.

Writers are aware of the Cycle of Prayer, as found in the \*Ordo, which gives particular intentions for the different seasons of the Church Year.

Writers prepare by looking at the readings of the day, and in particular at the Gospel.

Writers are aware of current events in the world and local area and are sensitive to the needs of the community.

Writers need to be aware that the \*intercessions are not written in the form of a prayer, or addressed to the Lord.

Writers usually share the intercessions with the priest before the Sunday Mass, as it is he who calls upon the faithful to participate.

There are usually two copies, one for the priest and one for the Reader who will announce the prayer intentions.

Writers should take care not to include names of those who are ill or who have died unless requested to do so.

- \* Ordo – A Liturgical Calendar found in the Sacristy.
- \* The intercession is an invitation to the assembled people to pray. (The Reader has the responsibility of pausing at the end of each invitation to allow the faithful to make their own silent prayer. They then conclude each intercession with words such as: Lord hear us - or similar words - to which the people make a suitable response.)

## Questionnaire 6 – Intercession Writers

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
If so, have they accessed any training?		
Is this ministry carried out at all Sunday Masses?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do Writers have a system to arrange cover?		
Do you have any opportunities for parishioners to suggest intentions?		
Are Writers commissioned to carry out this work?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Can parishioners volunteer for this ministry?		
Do you have sufficient Writers for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making Writers available to serve other churches in the Partnership?		

### Action Planner 6 – Intercession Writers

Overall Aim	Specific Actions	By When	By Whom

# **Good Practice for Extra Ordinary Ministers of Holy Communion**

## **General**

EMHC are chosen for their suitability and hold firm the belief of the Church in the Real Presence of Jesus Christ in the Blessed Sacrament.

EMHC follow the training programme offered by the Diocese and are commissioned after completion of this training.

EMHC undertake to attend an annual Day of Reflection and renew their commitment on the Feast of Corpus Christi.

EMHC are commissioned to serve in this role for a period of five years, after which they may be asked to attend further training and be re-commissioned.

## **Assisting with Distribution of Holy Communion at Sunday and Weekday Mass**

EMHC ensure that their hands are clean as they arrive for Mass and before distribution of Holy Communion

EMHC dress in a manner appropriate to their ministry

EMHC distribute Holy Communion with care and consideration

EMHC help with the vessels after Holy Communion according to local custom

EMHC carry out only one form of ministry at Mass in conformity to the Principle of Subsidiarity

## **Assisting with taking Holy Communion to the Sick and Housebound**

EMHC are provided with a pyx to enable them to carry the Blessed Sacrament

EMHC are invited to take Holy Communion to individuals on a consistent basis to ensure that Communicants are at ease with those they welcome into their homes

EMH take Holy Communion from the Church to the Sick and Housebound immediately without being diverted by other activities

EMHC avoid prolonged social conversations when carrying the Blessed Sacrament

EMHC taking Holy Communion arrive punctually and when expected so as to avoid the Communicant experiencing undue anxiety

EMHC are not overburdened with taking Holy Communion to a very large number of Communicants

## Questionnaire 7 - Extraordinary Ministers of Holy Communion

### General

Question	Yes	No
Does your parish have people allocated to this ministry?		
Do they fulfil the requirements of the Diocesan Safeguarding Office?		
Have all EMHC completed the Diocesan training?		
Is this ministry carried out at all Masses and other services?		
Is allocation by rota?		
Is the rota available to all in this ministry?		
Has the 'Diocesan Good Practice' been consulted recently?		
Is there a checklist/overview available in the parish for those new to this ministry?		

### Specific to the Ministry

Question	Yes	No
Do EMHC have a system to arrange cover?		
Do you have EMHC for: <i>Weekday Mass/Services?</i> <i>Weddings?</i> <i>Funerals?</i>		
Do EMHC renew their commitment to this ministry annually?		
Are EMHC re-commissioned every 5 years if their ministry is still required?		

### Recruitment and Training

Question	Yes	No
Does your parish regularly attempt to recruit new people to this ministry?		
Do you have sufficient EMHC for this ministry?		
Do you have a regular parish review of this ministry?		
Do you have a co-ordinator for this ministry?		
Is ongoing training or formation available?		

### Outcomes

Question	Yes	No
Would your parish benefit from a closer look at this ministry?		
Would your parish have any skills and examples of good practice in this ministry to share with others?		
Would your parish be open to allow others to observe the way this ministry works at your Mass?		
Would your parish look for ways of working with other parishes in the Partnership in the furtherance of this ministry?		
Would you like members of the Diocesan Liturgy Team to help facilitate further review and development of this ministry?		
Have you considered making EMHC available to serve other churches in the Partnership?		

## Action Planner 7 - Extraordinary Ministers of Holy Communion

Overall Aim	Specific Actions	By When	By Whom

