

# Communion Ministry Guidelines For Maplewood Estates & Brookdale Fairport

## Preparation

- Arrive at least ten minutes before Mass. Go to the Sacristy and collect the tote bag for either Maplewood Estates or Brookdale Fairport on the floor in the priest's vestment closet.
  - Check for materials in your bag: missalette, crucifix, candle, matches, small altar cloth.
  - You will be dismissed after Communion from the Altar.
  - Take some bulletins as you depart Church to leave at ME chapel or on the table at BF.

## At Maplewood Estates or Brookdale Fairport:

- There should be missalettes already at ME's chapel and BF's prayer space. You are not expected to assume responsibility for there being current missalettes. But when it's time for a seasonal changeover, look for a stack of missalettes in our Sacristy to bring with you.
- The prayer space at BF is right of the reception desk, down the hall, then turn right.
- There is a table in the front of the prayer space to be used for the service. Expect 5-7 people.
- The chapel at ME is on the second floor, up the staircase and on your right.
- There is an altar table in the center of the chapel. Place your crucifix, lighted votive candle, cloth and pyx in the center. The lectern is beside the altar. Expect 15-18 people.
- ***Important:*** Do a FULL service for the people (i.e. Liturgy of the Word with Communion Rite) Follow The Order of the Mass in the missalette (excluding the Eucharistic Prayer, of course).
- Read both Old and New Testament readings, Responsorial Psalm and the Gospel.
- Give a brief reflection from you on these Scriptures.
- Use the Prayers of the Faithful sheet found inside your bag.
- Distribute Holy Communion to each person, usually a whole host.
- Reverently consume any remaining Hosts (before departing the building).
- Return the tote bag to our Sacristy.