

Instructions for Homebound Ministers

By bringing holy Communion to the sick and homebound, the Homebound Minister represents faith and charity on behalf of the entire parish community toward those who cannot be present at Sunday Mass. This ministry signifies the support and concern shown by the entire parish community for its members. The Homebound Ministry is a vital link between our parish community and its members who are sick or homebound.

Before Mass:

If you are the scheduled Homebound Minister(s) for Sunday Mass, please stop in the sacristy 15 minutes before Mass begins to:

- a. Let Father know that you are the Homebound Minister(s),
- b. Pick up the "list of communicants" (Christine prepares a list weekly of the parishioners at Big Meadows, Pinnacle Place, Mest Manor and any homebound parishioners that are to receive communion that week),
- c. Pick up the case for carrying the Pyx and hosts, and
- d. Pick up copies of the weekly church bulletin for communicants.

Before leaving the sacristy, check the list of communicants to determine how many hosts will be required to serve your homebound communicants. Then place the required number of unconsecrated hosts in the Pyx and place it on the altar for Father to consecrate during Mass. If you have trouble locating either the unconsecrated hosts or the Pyx, please check with Father or the Sacristan.

After Communion:

After Communion, Father will summon the Homebound Minister(s) to the altar. He will give the Pyx and consecrated hosts to the Homebound Minister(s), while saying a brief prayer and administering a blessing. Upon completion of the blessing by Father, the Eucharistic Minister(s) should immediately leave church and begin delivering communion.

Pinnacle Place and Mest Manor:

Prior to delivering communion to Pinnacle Place and Mest Manor, please call each communicant (Christine will have their phone numbers on the list of communicants) and let them know who you are and that you are on the way to Pinnacle/Mest Manor and ask if they want to receive communion. If yes, let them know that you will be there in a few minutes. If they are not able or do not wish to receive Communion, wish them well and let them know that another Homebound Minister will check with them next Sunday after Mass.

Big Meadows:

Before delivering communion to parishioners at Big Meadows, please review Christine's sheet for any special instructions. For example, there may be parishioners who are not able to take anything by mouth. In those cases, simply enter the parishioner's room and ask if you can pray with them. If a parishioner is sleeping you may quietly pray over them. Say an "Our Father", a "Hail Mary" and a "Glory Be", then go on to the next communicant.

Sometimes Christine will have *** (three asterisks) next to a parishioner's name. This indicates that the individual may not always be totally aware of what they are receiving. If a parishioner does not seem aware of who/what they are receiving simply ask if you can pray with them and don't offer communion. Say an "Our Father", a "Hail Mary" and a "Glory Be" and wish them God's blessings.

If a communicant is lying down or is in a relatively prone position in a chair give them a small portion of the host so that it will dissolve on their tongue and not cause them to choke. If a parishioner is lying down and appears to be deep in sleep just stay long enough to pray an "Our Father", a "Hail Mary" and a "Glory Be" and then leave. If a parishioner is sitting up in a chair and sleeping, you may want to stay a moment to see if they will wake up. If not, say an "Our Father", a "Hail Mary" and a "Glory Be" and then move on to the next communicant.

In order to access Parishioners who are in the E and F wing at Big Meadows you will need to go through a secure door that has a four- digit passcode which changes periodically. To gain access just let any staff member know why you are there and they will gladly assist you getting in...usually they will just tell you the passcode.

Homebound Parishioners:

From time to time there may be parishioners that will need communion delivered to them at home. In these cases, please call ahead and arrange to deliver communion at a mutually agreeable time.

General Information:

Always be empathetic and compassionate, and sensitive to the communicant's needs, both spiritual and material. Take care to maintain the confidentiality and dignity of each parishioner.

Also, feel free to spend as much time as you are able before and/or after administering Communion with parishioners. Most welcome the opportunity for social contact and are very grateful for any time that you can spend with them.

If you observe any physical or social need that appears to require attention, please make nursing home staff aware or let Christine or a family member know of your concern.

When Finished:

If there are more hosts left after you have finished administering Communion to all scheduled parishioners you may consume the leftover hosts after observing the same liturgical procedure that you used with your homebound communicants.

Please make sure that you return the empty Pyx and carrying case to Father or the sacristy prior to Mass the following Saturday.

Miscellaneous:

1. If you are unable to serve as a Homebound Minister on a date that you have been scheduled please arrange for a substitute by calling another Homebound Minister from the quarterly Liturgical Calendar that you have been provided. If you are unable to find a substitute please call the Homebound Minister Coordinator who is also listed on the quarterly Liturgical Calendar.

Thank you for accepting this Ministry!

The Liturgy of Holy Communion

The following is the liturgical procedure for providing Holy Communion to the homebound:

1. The Lord's Prayer – introduce the Lord's Prayer in these or similar words:
"Now let us pray as Christ the Lord has taught us:" or
"And now let us pray with confidence as Christ our Lord commanded"
2. Say the Lord's Prayer.
"Our Father who art in heaven..."
3. Communion: The Eucharistic Minister shows the Eucharist to those present, saying:
"Behold, this is the Lamb of God who takes away the sins of the world. Happy are those who are called to his supper."

The Communicant and Eucharistic Minister say:

"Lord, I am not worthy to receive you, but only say the word and my soul shall be healed."

The Eucharistic Minister showing the blessed sacrament says:

"The body of Christ."

The Communicant answers: **"Amen."** And receives the Eucharist.

4. Silent Prayer: A brief period of silence is observed immediately after the Communicant receives the Eucharist.
5. Prayer After Communion: The Eucharistic Minister says a concluding prayer beginning with: **"Let us pray."** Then say the Hail Mary... **"Hail Mary full of grace..."**
The Eucharistic Minister concludes by invoking God's blessing and making the sign of the cross while saying: **"May the Lord bless us, protect us from all evil, and bring us to everlasting life. Amen."**