

Reporting Ministry-Related Sexual Abuse of a Minor

All cases of alleged, known or suspected ministry related sexual abuse of a minor must be reported to the proper civil authority. Any person having actual knowledge of, or reasonable cause to suspect an incident of ministry related sexual abuse by any church personnel of the Diocese of Charlotte is to immediately report the incident to the Chancery, unless to do so would violate the Sacrament of Penance. The Chancery will then report the incident to the proper civil authority.

After notifying the proper civil authority, the Chancery will immediately notify the Assistance Coordinator, the Promoter of Justice, and the Review Board. Following this, the individual reporting the incident to the Chancery will be notified of the particulars regarding the filing of the incident with civil authority. This reporting requirement is not intended to supersede the right of a victim or witness to individually make a report to public authorities, but is to ensure proper, complete and timely reporting to the proper civil authority. At the time of reporting, the diocese will request to be kept informed as to the progress of that authority's investigation. Should an individual choose to make a report to civil authorities, the requirement to make a report to the Chancery is not removed.

You may make a report of sexual misconduct by calling the Chancery at 704-370-6299, or by writing to:

Chancellor
Diocese of Charlotte
P. O. Box 36776
Charlotte, NC 28236

At the time of reporting an incident of alleged sexual misconduct to the Chancery, the person making the report will be asked to complete the diocesan form, *Report of Suspected Ministry Related Sexual Misconduct by Church Personnel.*

CRITICISM OF PRIESTS

Our Lord's revelations to Mutter Vogel

“One should **NEVER** attack a priest, even when he's in error, rather one should pray and do penance that I'll grant him My grace again. He alone fully represents Me, even when he doesn't live after My example!” (page 29, Mutter Vogel's Worldwide Love, St. Griginion Publishing House, Altoting, South Germany 29.6. 1929)

When a Priest falls, we should extend him a helping hand “**THROUGH PRAYER AND NOT THROUGH ATTACKS!** I myself will be his judge, **NO ONE BUT I!**” “Whoever voices judgment over a priest has voiced it over Me; child, never let a Priest be attacked, take up his defense.” (Feast of Christ the King 1937) “Child, Never judge your confessor, rather pray much for him and offer every Thursday, through the hands of My blessed Mother, Holy Communion (for Him) (18.6. 1939). “Never again accept an out-of-the-way word about a Priest, and speak no unkind word (about them), **EVEN IF IT WERE TRUE!** Every Priest is My Vicar and My heart will be sickened and insulted because of it! If you hear a judgment (against a Priest) pray a Hail Mary.” (28.6.1939)

“If you see a Priest who celebrates the Holy Mass unworthily, then say nothing about him, rather tell it to Me alone! I stand beside Him on the altar!” “Oh pray much for my priests, that they'll love purity above all, that they'll celebrate the Holy Sacrifice of the Mass with pure hands and heart. Certainly the Holy Sacrifice is one and the same even when it's celebrated by an unworthy priest, but the graces called down upon the people is not the same!” (28.2 1938)

Mary, Queen of the Clergy, pray for them.

A PRAYER FOR PRIESTS

Keep them, I pray Thee, dearest Lord,
Keep them, for they are Thine –
Thy priests whose lives burn out before
Thy consecrated shrine.
Keep them, for they are in the world,
Though from the world apart:
When earthly pleasures tempt, allure, -
Shelter them in Thy heart.
Keep them, and comfort them in hours
Of loneliness and pain,
When all their life of sacrifice
For souls seems but in vain.
Keep them, and O remember, Lord,
They have no one but Thee,
Yet they have only human hearts,
With human frailty.
Keep them as spotless as the Host,
That daily they caress;
Their every thought and word and deed,
Deign, dearest Lord, to bless.

EXTRAORDINARY MINISTER INSTRUCTIONS

The Vatican refers to us as *Extraordinary Ministers* of Holy Communion. *Ordinary Ministers* of Holy Communion are bishops, priests and deacons. The new Liturgical Norms have changed the Directives, which follow. There are also changes as to the cleaning of the vessels now. Our role is to assist the Priest and blend in. Deacon Gene Gillis or Deacon Tim Ritchey normally assists the Priest. With a deacon present, we need two secondary bread ministers and four cup ministers to assist.

PRIOR TO MASS

Please dress appropriately! For Saturday Mass, men should wear a shirt, tie, and slacks. A sports coat is optional. On Sundays, a suit or sports jacket is necessary. Women should wear a dress, pantsuit, or blouse and skirt. Dresses and skirts should be at a respectable length. Please, no shorts, golf shirts, jeans, or halter-tops. Our dress reflects our respect Christ in a way constant with the dignity of our functional role. Fr Tustin addressed this subject previously.

A BREAD MINISTER will act as PRIMARY to assist Deacon Gene. If Deacon Gene is not present, the PRIMARY BREAD MINISTER will need to fill in and assist the Priest. An additional BREAD MINISTER would then be necessary for the fourth station.

Scheduled ministers should be at church **20 minutes before Mass** and meet in the Sacristy. Please speak in low voices as the Reconciliation Room is next door. Take a **gold cross** for BREAD MINISTERS or a **silver cross** for CUP MINISTERS from the narrow drawer and check these directives if any questions. Introduce yourself to all ministers assigned with you. **Decide who is handling which position for serving Communion and the order you line up before leaving the Sacristy.** You want to retain the same position all month. The Deacon will lead everyone in an informal prayer and then return to your pews.

DURING THE SIGN OF PEACE

The ministers will proceed to the area next to the Handicap Ramp. When approaching or crossing in front of the altar, stop and make a **reverential bow** toward the Altar. Stand along the wall in the same position you will stand in the Sanctuary. (When lined up, we no longer share the Sign of Peace with each other.) The four CUP MINISTERS will line up next to the altar in order, with the two BREAD MINISTERS last. **Do not step on to the altar until the Priest has consumed the Body, Precious Blood, and sets the chalice down.** The MINISTERS will line up behind the Priest and the altar. The Priest will serve the Deacon the Body and Blood. The **Priest** then serves the MINISTERS and Altar Servers **the Body**. Don't forget to first bow or genuflect and after receiving, say 'Amen' and make the sign of the cross. The Deacon will serve the **Blood** to the MINISTERS. The Priest will hand the BREAD MINISTERS their breadbaskets. **Please step forward to the altar** when it is your turn to receive your breadbasket or cup. The Priest or Deacon will hand out the cups to the CUP MINISTERS. **As the Priest steps off the altar**, proceed to your predetermined positions. **Do not leave the altar before the Priest.**

Notes: It is important to know your positions prior to Mass. After receiving the breadbasket or cup, position yourself on the side of the altar that you will be serving. This reduces congestion. **Do not** cross in front of the Priest. **Stay alert!**

If the Deacon is not present, the PRIMARY BREAD MINISTER filling in, will line up first. When you step up to the Sanctuary, if necessary, stop and bring the extra breadbaskets from the Credence Table to the altar. You will stand three steps back from the Altar on the Lectern side. The Priest will serve you **the Body and Blood**. You then will follow the Priest and serve the other ministers and Altar Servers the Blood. (You enter the sanctuary when the other ministers do, not before.)

EXTRAORDINARY MINISTER INSTRUCTIONS

The CUP MINISTERS serving with the Priest and Deacon will stand near the railing. If your line is backing up, *please* step back further.

The BREAD and CUP MINISTERS serve Agape or the Cantors at the rail facing the pews before proceeding to serve the parishioners over by the wall. If the Choir or Youth Choir is present, they will be lined up along the wall.

SERVING THE EUCHARIST

When serving the Body, if the individual does not say ‘*Amen*’, ask if they are Catholic, if yes, you will say ‘*Amen*’ and then serve the Body. Move the breadbasket toward the communicant as you serve them. This is a precaution in case the Body falls to the ground. **No one** is to take the Body back to their pew! (If this should happen, you are to stop and follow them, wait while they consume the Body or retrieve it.) If in doubt whether one is Catholic, ask them. If a child or teenager does not present their hands face up or extend their tongue, as they are taught, **place your hand on their head and say “MAY GOD BLESS YOU”**. (We don’t make the Sign of the Cross on their forehead.) When serving the cup, clean the rim with the purificator each time and rotate it slightly. Individuals **cannot** dip the Body in the cup. **Only a Priest** can serve himself.

As the **CUP MINISTERS** in the outside positions finish, move back toward the altar and position yourself 4-5 steps from the center CUP MINISTER to assist. **If your cup is empty, return your cup and purificator to the Credence Table**, place your cross on the larger tray and return to your seat. If the primary CUP MINISTER’S cup is empty, switch positions as they return to the Credence Table.

The **BREAD MINISTERS** will return to the altar. Look to the Sacristan to see if there are any handicapped or elderly parishioners who need to be served at their pew. One BREAD MINISTER will **combine the two breadbaskets over the corporal** leaving the breadbasket with the consecrated hosts where the Priest or Deacon can reach it. **Bow to the altar** and return the empty breadbasket to the Credence Table. *Be attentive of the Priest and Deacon.*

The **CUP MINISTERS** will consume any remaining Precious Blood in the Sanctuary, then place their cup on the tray, with the raised sides, on the Credence Table. After placing your cross on the tray at the Credence Table, return to your pew, **bow as you leave the altar**. To avoid congestion, when finished, return to your pew.

AFTER SERVING

After the Eucharist has been served, the Priest and Deacon will return to the altar, with the Priest combining the consecrated hosts in the ciborium over the Corporal. The Priest will take the ciborium to the Tabernacle. **WHEN THIS OCCURS, EVERYONE, WITH REVERENCE, STOP WHAT YOU ARE DOING AND FACE THE TABERNACLE. WAIT UNTIL THE CIBORIUM HAS BEEN RETURNED TO THE TABERNACLE, BOW, THEN CONTINUE YOUR DUTIES.** After 5:30 and 11:15 Masses, watch to see if the Priest removes the Tabernacle key. We need to take this back to the Sacristy and put it in the drawer above the drawer the crosses go in.

The PRIMARY BREAD MINISTER will assist Deacon Gene in removing the breadbaskets, Priest’s Chalice, and Corporals from the altar. Remember to **carefully re-fold in place the Corporals**, not spilling any crumbs.

The Priest and/or Deacon will purify the vessels at the Credence Table once. No one else can purify them. (It is possible the Priest might clean the vessels after the Mass. If that is the case and there is no Deacon, one BREAD MINISTER **will cover the vessels with a purificator.**

EXTRAORDINARY MINISTER INSTRUCTIONS

The BREAD MINISTERS will come back after the Mass and take the trays to the Sacristy when the Priest completes purifying the vessels.)

The BREAD MINISTERS will retrieve these items, including the **Holy Water pitcher**, and carry the two trays back to the Sacristy. **Remember to bow after leaving the altar.** Proceed down the aisle next to the Handicap Ramp.

IN THE SACRISTY

We will perform the second cleaning by rising and drying the vessels at the **sacrarium** (stainless steel sink). Use purificators to dry the vessels. Extra purificators are in the second drawer down on the right side of the counter. The corporals and soiled purificators will be placed in the **sequarium** on the counter. Leave the bowl, breadbaskets, cups, trays, chalice, and pitcher on the Preparation Table. The silver pitcher does not require purifying, as it was not consecrated. It does need to be rinsed out and dried with a paper towel. Cover the vessels with the white linen tablecloth. Return the crosses to the drawer.

The Holy Water pitcher will be set in the **sacrarium** after the 11:15 Mass.

Notes:

Make sure you re-read these Instructions prior to your month or if you are filling in. There are changes that were made with respect to the new Liturgical Norms that took effect March 24, 2005. **We are not to deviate from these Norms.**

If you are a side aisle BREAD MINISTER, when finished, you **do not** move over and serve the center aisle with the Priest and deacon! Assisting Priests and deacons can, but not us.

Michael DeCriscio or **Deacon Tim** will fill in for Deacon Gene on occasions as PRIMARY BREAD MINISTER.

There are several notations if we do not have a Deacon or if a second Priest assisting at Mass. If you are filling in, make sure you are aware of your responsibilities.

Ministers are required to find their own substitutes in advance if they will not be at Mass and also notify your Minister Coordinator

During Masses where there are only the two stations handled by the Priest and Deacon, only two cup ministers will be necessary. You two will return the trays to the Sacristy.

Reverential bowing: We bow toward the tabernacle, unless the sacrament is on the altar. In that case, we bow toward the altar.

Extra ciboriums are located under or behind the tabernacle should the Priest need one.

If you feel you could use some training, please contact the Minister Coordinator for your Mass. A copy of these instructions are located in the Sacristy and on the Holy Cross web site. If your phone number or email address should change, please notify your Minister Coordinator.

New Ministers are commissioned at a Mass during the year. At Holy Cross, the Priest renews our commission, as we tend to have a shortage of extraordinary ministers. If you are aware of someone who would like to participate, please notify one of the individuals below.

EXTRAORDINARY MINISTER INSTRUCTIONS

SPECIAL MASSES:

There are occasions at Special Masses when we are not sure whether we will need you to fill the two outside stations. If Deacon Gene is places all FOUR CUPS on the altar, then you will need to come forward at the Sign of Peace. This applies to the CUP MINISTERS and additional BREAD MINISTERS. If he places only TWO CUPS on the altar, we will just need the two cups ministers for the priest and deacon. You will need to return the trays and do a rinsing back in the Sacristy. Be observant.

At the Christmas Eve 'Children's Mass' and the 11:15 Easter Sunday Mass, we will need two additional BREAD MINISTERS to serve in the back of the church in front of the Baptismal Font. No CUP. The ushers will help direct the standees, Training Room, and then the rear pews to you. You can stand back to back facing to the sides of the church. You will line up LAST to go up to the sanctuary. After receiving your bread baskets, proceed down the right center aisle and go to your position. There might be other times we have this station in the back. When we have this extra station, remind the Priest before Mass in the Sacristy. The sacristan will have set up for this.

Minister Coordinators:

5:30 Mass	Mike Watts	993-9491 H	mwatts@triumphgroup.com
8:45 Mass	Ray Ruttle	993-5212 H	rruttlejr@triad.rr.com
11:15 Mass	Olga Sasser	993-7179 H	ohsasser@triad.rr.com
Herb Pennington, Committee Chairman		785-1948	herbpennjr@bigplanet.com
Deacon Gene Gillis		996-5209 W 784-8313 H	deacongene@triad.rr.com
Edith Clifford, Liturgical Commission		785-2274 H	liturgy_holycross@hotmail.com

We sincerely appreciate your service to Holy Cross.

Extraordinary Minister Committee
Liturgical Commission

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