

EXTRAORDINARY MINISTER OF HOLY COMMUNION

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ANNUAL RENEWAL PROCESS



St. Ignatius Loyola Catholic Church
Spring, TX



Extraordinary Minister of Holy Communion

Welcome to the Online Renewal Process for Extraordinary Ministers of Holy Communion of Saint Ignatius Loyola Catholic Church



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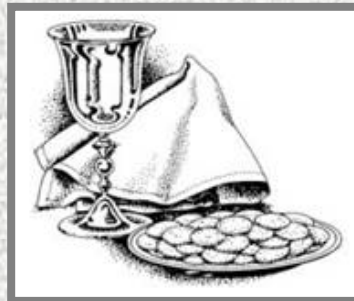
First of all,
THANK YOU for answering the call to
serve by renewing your commitment to our
EMHC Ministry !!!



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IMPORTANT

The Extraordinary Minister of Holy Communion (EMHC) Renewal Process is reserved for current EMHCs that can successfully meet Archdiocesan Requirements and are willing to adhere to annual Adult Faith Formation requirements.



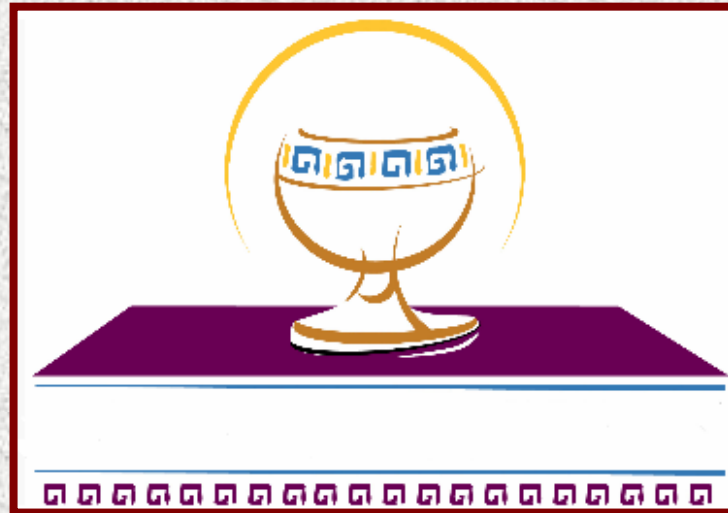
Therefore, if you were not previously commissioned as an Extraordinary Minister of Holy Communion at Saint Ignatius Loyola, you are welcome to review the module but please do not complete and submit the forms identified at the end of module. If you would like to join our EMHC Ministry, please visit our webpage on the Saint Ignatius Loyola website or contact the Saint Ignatius Loyola Office at 281.370.3401.



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LEAD CUPS AND CAPTAINS

If you are currently serving as a Lead Cup or Captain, you are required to attend one of your scheduled formal training sessions to thoroughly understand forthcoming changes of your role in our EMHC Ministry.



Lead Cups and Captains are welcome to review this annual commitment renewal module but please do not complete and submit the forms identified at the end of module.



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MODULE OBJECTIVES

- Ø Provide current EMHCs with an online option to renew their commitment to serve in the EMHC ministry
- Ø Share EMHC ministry enhancements
- Ø Remind EMHCs of major ministry protocols
- Ø Provide some helpful EMHC Ministry Review Questions





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EMHC MINISTRY ENHANCEMENTS

Listed below are some of the major improvements to our EMHC Ministry that will take place in the near future:

- Ø Annual EMHC Commitment Renewal Process
- Ø Annual Adult Faith Formation Training requirements
- Ø EMHC Captain name tags
- Ø Vessel cleansing procedures
- Ø Infirm Cup Ministers (9:00 and 11:00 a.m. Masses only)
- Ø Online signup for special Masses (e.g. Holy Days Of Obligation, Confirmation, etc.)



Let's spend a few minutes reviewing what's new for 2011 on the following slides.





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ANNUAL EMHC RENEWAL PROCESS

Beginning in September 2011, current EMHCs will have the following options available to renew their commitment to serve as an Extraordinary Minister of Holy Communion:

- Ø Online
- Ø Training Packet
- Ø NEW EMHC Training Session



The following slides describe the process of each EMHC renewal option.





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ONLINE RENEWAL PROCESS

- (1) Locate the Saint Ignatius Loyola website via “www.silcc.org”
- (2) Launch the Online EMHC Annual Renewal Module via “Worship” link
- (3) Review the entire Online EMHC Annual Renewal Module
- (4) Locate and print the following forms
 - A. Liturgical Minister Information Form
 - B. Affidavit For Suitability To Serve
 - C. Media Release Form (< 18 Years Old)
- (5) Complete all required information on forms
- (6) Forward a “signed” copy of completed forms to the Saint Ignatius Loyola EMHC Coordinators via one of the following methods:
 - A. Mail (Saint Ignatius Loyola EMHC Ministry, 7810 Cypresswood, Spring, TX, 77379)
 - B. In Person (SIL Parish Office Receptionist)
 - C. Fax (SIL EMHC Coordinators at 281.370.9306)
 - D. Scan (emhc@silcc.org)
- (7) Monitor eMails for additional renewal instructions

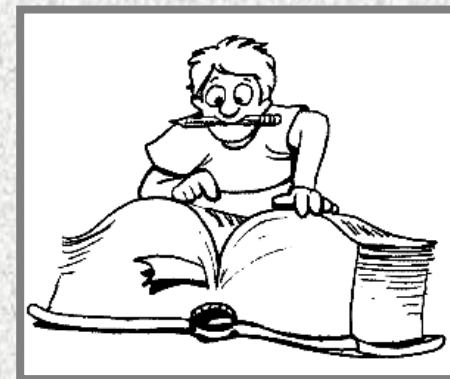




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TRAINING PACKET RENEWAL PROCESS

- (1) Pickup an EMHC Training Renewal Packet from SIL Office Receptionist**
- (2) Review the entire EMHC Training Renewal Packet**
- (3) Locate the following forms located within packet**
 - A. Liturgical Minister Information Form**
 - B. Affidavit For Suitability To Serve**
 - C. Media Release Form (< 18 Years Old)**
- (4) Complete all required information on forms**
- (5) Forward a “signed” copy of completed forms to the Saint Ignatius Loyola EMHC Coordinators via one of the following methods:**
 - A. Mail (Saint Ignatius Loyola EMHC Ministry, 7810 Cypresswood, Spring, TX, 77379)**
 - B. In Person (SIL Parish Office Receptionist)**
 - C. Fax (SIL EMHC Coordinators at 281.370.9306)**
 - D. Scan (emhc@silcc.org)**
- (6) Monitor eMails for additional renewal instructions**





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TRAINING SESSION RENEWAL PROCESS

- (1) Attend a NEW EMHC Training Session available at various times each year**
- (2) Locate the following forms within materials distributed during EMHC Training Session**
 - A. Liturgical Minister Information Form**
 - B. Affidavit For Suitability To Serve**
 - C. Media Release Form (< 18 Years Old)**
- (3) Complete all required information on forms**
- (4) Forward the “signed” copy of completed forms to the Saint Ignatius Loyola EMHC Coordinators at end of training session**
- (5) Monitor eMails for additional renewal instructions**



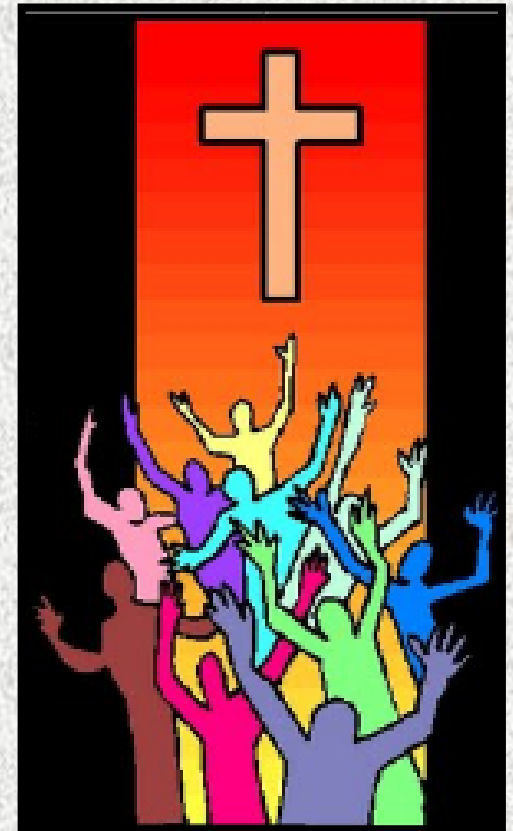


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ANNUAL ADULT FAITH FORMATION

Another addition to our EMHC program is the requirement for all EMHCs to continuously enhance their faith by participating in Adult Faith Formation Training each year in the form of instruction, workshops or retreats.

The EMHC Adult Faith Formation Process will be a self monitoring process based on an individual EMHC's covenant with our Heavenly Father.





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ANNUAL ADULT FAITH FORMATION



Throughout the year, an abundance of adult faith formation sessions are available on the campus of Saint Ignatius Loyola as well as other locations throughout the Archdiocese of Galveston Houston. In addition, reputable online Adult Faith Formation sessions are available and can be attended if they appear on the Saint Ignatius Loyola's list of recommended online Adult Faith Formation Sessions.

A current list of Adult Faith Formation Training Sessions available throughout the Diocese (including online sessions) are provided within the EMHC area of the Saint Ignatius Loyola website or by contacting the Office of Liturgy and Sacraments.





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EMHC CAPTAIN NAME TAGS

Beginning soon, all EMHC Captains will be suggested to wear name tags to identify them as captains to EMHCs, Worship Coordinators and Clergy.



Prior to the beginning of each Mass, please make an effort to identify the EMHC Captain that will be coordinating the altar preparation as well as the bowl and cup station assignments for the distribution of the Precious Body and Blood during communion.





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SACRED VESSEL CLEANSING PROCESS

At the end of each Mass, the EMHC Captain is responsible for ensuring that all sacred vessels have been properly cleansed and placed on trays for the next mass (7:30, 9:00 and 11:00 a.m.) or stored in cabinets and safe (5:15 p.m.).



Please continue (or begin) to assist with the sacred vessel cleansing process at the end of each Mass by volunteering an additional ten minutes of your time.





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SACRED VESSEL CLEANSING PROCESS

SACRED BOWLS

Beginning in September 2011, the sacred bowls will no longer require detergent washing in order to help preserve their delicate surfaces.

After Communion, the Instituted Acolyte will purify the sacred bowls within the Work Sacristy and place them on trays for the EMHC Captain to either store or setup for next Mass.





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SACRED VESSEL CLEANSING PROCESS

SACRED CUPS



The sacred cups will still require detergent washing. Beginning in September 2011, extra care will be administered to the sacred cups in order to help preserve their delicate surfaces.

Please review the new sacred cup cleansing process on the next slide.





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SACRED VESSEL CLEANSING PROCESS

SACRED CUPS

After Communion, the Instituted Acolyte will purify the sacred cups within the Work Sacristy and place them on the right side of the sink near wall for cleansing by EMHCs.

At this point, we are requesting EMHCs, Lead Cups and Captains to refrain from submerging the sacred cups in water to help preserve their delicate surfaces.

The preferred process to clean the sacred cups is:

- Dip the lid (approximately 2”) in detergent water
- Clean external lid and internals with soaked towel/sponge
- Rinse sacred cup with water (without submerging)
- Dry sacred cup (via towels)
- Place sacred cup on tray or within cabinet or safe





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INFIRMED CUP AND BOWL MINISTERS

Currently, communion in both species are offered to infirmed communicants during the 9:00 and 11:00 a.m. Masses by Worship Coordinators and Staff of the Office Of Liturgy and Sacraments.



Beginning in September 2011, all EMHCs will be offered the opportunity to participate in the distribution of communion to infirmed communicants at the 9:00 and 11:00 a.m. Masses.

If you are interested in distributing the Precious Body and Blood to infirmed communicants, please inform the EMHC Captain to receive additional instructions.





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ONLINE SIGNUPS FOR VARIOUS MASSES

Currently, manual signup sheets within the General Purpose Room are utilized to allow EMHCs to signup to serve at various special occasion Masses (e.g. Holy Days of Obligation, Holidays, Confirmation, Holy Eucharist, etc.).



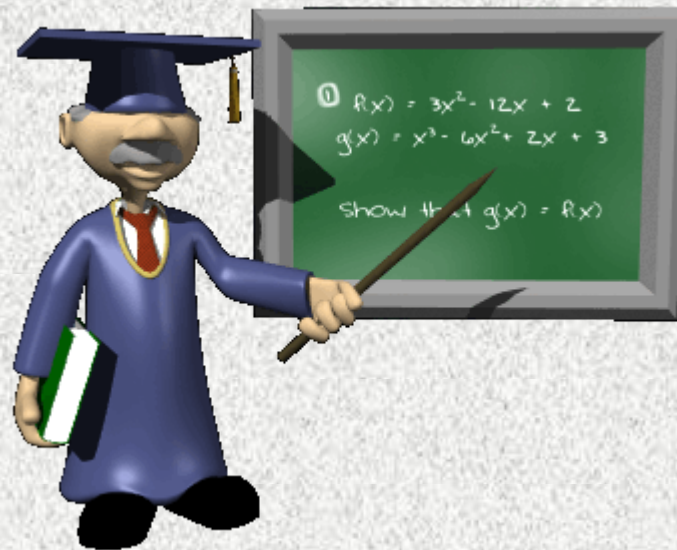
Beginning in December 2011, all EMHCs will be offered an additional method to signup for various special Masses via the Saint Ignatius Loyola online scheduler program that is currently used for other liturgical ministries.

More information will be coming soon.



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LET'S REVIEW !!!



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REVIEW QUESTION #1

TRUE/FALSE

Only Adult Faith Formation Training sessions held at Saint Ignatius Loyola will meet the requirements of annual EMHC faith formation.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #1

TRUE/FALSE

Only Adult Faith Formation Training sessions held at Saint Ignatius Loyola will meet the requirements of annual EMHC faith formation.

The correct answer is "FALSE".

EMHCs can fulfill annual Adult Faith Formation requirements by attending adult faith formation sessions on the campus of Saint Ignatius Loyola as well as other locations throughout the Archdiocese of Galveston Houston.



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REVIEW QUESTION #2

TRUE/FALSE

After each Mass, the sacred bowls are required to be thoroughly cleaned in the work sacristy with detergent.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #2

TRUE/FALSE

After each Mass, the sacred bowls are required to be thoroughly cleaned in the work sacristy with detergent.

The correct answer is "FALSE".

Beginning in September 2011, the sacred bowls will no longer require detergent washing after each mass in order to help preserve their delicate surfaces.



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REVIEW QUESTION #3 TRUE/FALSE

Current EMHCs are not required to attend EMHC Training Sessions if they properly complete the Online Renewal Process.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #3

TRUE/FALSE

Current EMHCs are not required to attend EMHC Training Sessions if they properly complete the Online Renewal Process.

The correct answer is "TRUE".

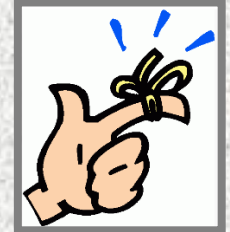
Beginning in September 2011, current EMHCs have several options to renew their commitment to serve including Online Review, Training Packet Review and Attendance to a NEW EMHC Training Session.



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EMHC MINISTRY REMINDERS



On the next series of slides, we will discuss the following areas of emphasis that have been identified by various sources including parishioners, coordinators and clergy for our EMHC ministry to address:

- EMHC General Requirements
- Appropriate Mass Attire
- EMHC Procession
- Station Assignments
- Communicant Offering
- Communicant Blessing
- Infant And Child Blessings
- Cup Cleansing
- Sacred Vessel Interchange
- Self-Communicating



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REMINDERS

EMHC GENERAL REQUIREMENTS



1. **Must be fully initiated (those who have been baptized, confirmed and have received First Communion).**
2. **Must be at least 18 years old or a senior in High School.**
3. **If married, must be in a marriage recognized by the Roman Catholic Church.**



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REMINDERS

APPROPRIATE MASS ATTIRE

As models and leaders of our community, EMHCs must be reverently dressed to receive and distribute the Precious Body and Blood of Jesus Christ.

As a reminder, the next series of slides contain excerpts from our EMHC Guidelines pertaining to Saint Ignatius Loyola's dress attire.

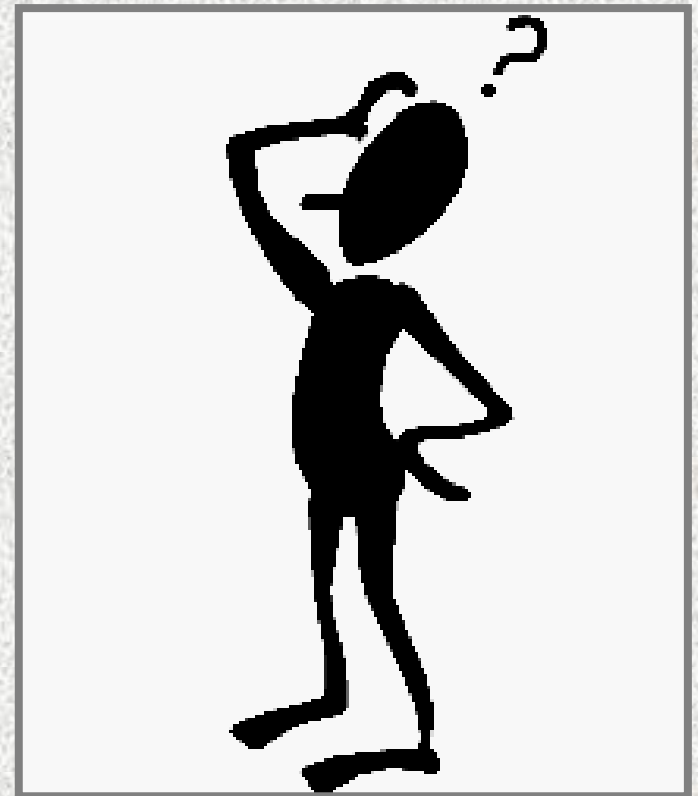


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REMINDERS

APPROPRIATE WOMEN'S ATTIRE

- Dresses or modest skirts and blouses (no sleeveless dresses, tee shirts, tank tops or spaghetti straps)
- Pant suits (dress slacks and jacket) are appropriate.
- Capri or cropped pants are not permitted.
- Flip flops, sneakers, jeans, denim skirts, mini skirts and hats or headscarves are not permitted.
- Attire, including jewelry, fragrance or cologne should not be distracting.



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REMINDERS

APPROPRIATE MEN'S ATTIRE

- **Men's Attire**
 - Suits or sport jackets with dress pants, dress shirt and tie
 - Jackets are optional Memorial Day through Labor Day
 - No jeans or sneakers



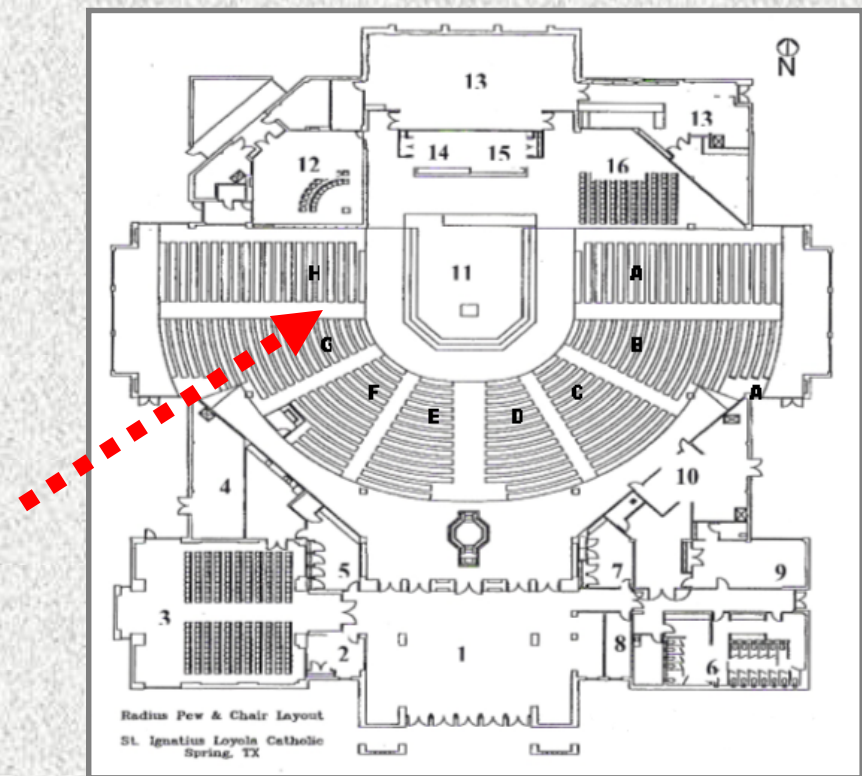
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REMINDERS

EMHC PROCESSION

After the Sign of Peace, EMHCs are requested to immediately lineup for the Communion Procession between Sections G and H near the Reservation Chapel.

Please reserve areas near the first two pews for Lead Cups, Captains, Instituted Acolytes and Worship Coordinators.



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REMINDERS

STATION ASSIGNMENTS

EMHCs are requested to wait for the EMHC Captain to assign cup and bowl station areas throughout the entire communion process.

If the communicant line at your station has depleted and you have remaining species in your sacred vessel, please locate the EMHC Captain for guidance. The EMHC Captain may assign another station to you or direct you to the altar to present your sacred vessel to clergy for purifying.



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REMINDERS

COMMUNICANT OFFERING



When offering the Precious Body or Precious Blood to a communicant, simply say “The Body of Christ” or “The Blood of Christ”. Adding the communicant’s name may seem to be a kind and personal gesture, however this may distract the communicant’s personal time at the banquet with our Savior Jesus Christ.



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REMINDERS

COMMUNICANT BLESSING

When a communicant approaches with hands folded across their chest, this represents a sign of their request to receive a blessing in lieu of communion.



Priests and Deacons are allowed to give a formal blessing of the church and bowl ministers are permitted to offer simple blessing phrases such as “God Bless You”, “Christ Be With You”, etc..

Due to risk of spillage, cup ministers are requested to **refrain** from offering blessings to any communicants.



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REMINDERS

INFANT AND CHILD BLESSINGS



When a child or communicant holding an infant approaches, bowl ministers are permitted to offer simple blessing phrases to the infant or child such as “God Bless You”, “Christ Be With You”, etc..

Due to risk of spillage, cup ministers are requested to refrain from offering blessings to infants and children.



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REMINDERS

CUP CLEANSING

After communicant receives the Precious Blood, EMHCs are required to prepare the cup for the next communicant by cleaning the contacted area with a purificator and rotating the cup at least $\frac{1}{4}$ turn.

Due to the delicate surface nature of our multi-pieced sacred cups, EMHCs are requested to exercise special care when cleaning the cups during communion and within the work sacristy.



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REMINDERS

SACRED VESSEL INTERCHANGE

Periodically, an EMHC may be inadvertently requested by another EMHC or Captain to receive unpurified sacred vessels from another EMHC. When this occurs and it is not an emergency, please kindly refuse the request and refer them to a Priest or Deacon.

The only time an EMHC is allowed to receive an unpurified sacred vessel from an EMHC or Captain is for consumption of remaining Precious Blood after Communion. When this occurs, offer the Precious Blood to another EMHC by saying “The Blood of Christ”.



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REMINDERS

SELF COMMUNICATING

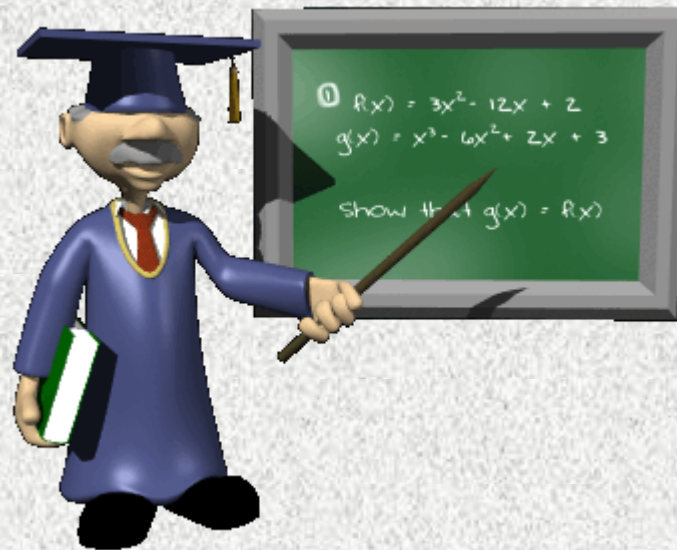


Frequently, an EMHC may be placed in a position whereby there is Precious Body or Precious Blood remaining within their sacred vessel after communion. When this occurs, the EMHC is required to offer the remaining Precious Body or Precious Blood to another EMHC or member of clergy in lieu of self consuming.



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LET'S REVIEW !!!



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REVIEW QUESTION #4

TRUE/FALSE

Married EMHCs must be in a marriage recognized by the Roman Catholic Church.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #4

TRUE/FALSE

Married EMHCs must be in a marriage recognized by the Roman Catholic Church.

The correct answer is "TRUE".

If an EMHC is married, the marriage is required to be recognized by the Roman Catholic Church.



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REVIEW QUESTION #5

TRUE/FALSE

When an EMHC receives their sacred vessel containing the Precious Body or Precious Blood from Clergy, they should immediately find the nearest EMHC station and begin distributing communion.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #5

TRUE/FALSE

When an EMHC receives their sacred vessel containing the Precious Body or Precious Blood from Clergy, they should immediately find the nearest EMHC station and begin distributing communion.

The correct answer is "FALSE".

EMHCs are requested to wait for the EMHC Captain to assign cup and bowl station areas throughout the entire communion process.



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REVIEW QUESTION #6

TRUE/FALSE

If an EMHC has Precious Blood remaining in their sacred cup after communion, it is permissible for the EMHC to self-consume the remaining Precious Blood as long as they are near the credence table.

“True” or “False”?

Please proceed to the next slide to check your answer.



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REVIEW QUESTION #6 TRUE/FALSE

If an EMHC has Precious Blood remaining in their sacred cup after communion, it is permissible for the EMHC to self-consume the remaining Precious Blood as long as they are near the credence table.

The correct answer is "FALSE".

If an EMHC has Precious Blood remaining within their sacred vessel after communion, the EMHC is required to offer the remaining Precious Blood to another EMHC or member of clergy in lieu of self-consuming.



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SUMMARY

The Saint Ignatius Loyola EMHC Ministry is a dynamic and vibrant ministry that contributes its success to your willingness to devote precious time each weekend to serve our Heavenly Father.



As you continue your journey as an EMHC Minister, please keep in mind the various enhancements discussed within this module that our ministry will begin experiencing in the near future. In addition, please continue to adhere to the basic fundamentals of our EMHC Ministry that allows us to participate in an active consistent manner with Clergy during the Liturgy of the Eucharist.

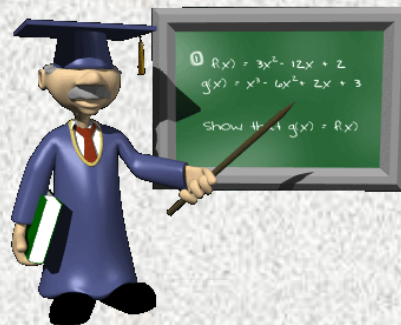


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CONTACT INFORMATION

If you have any questions or would like to discuss the EMHC Ministry Program, please contact the following EMHC Ministry Coordinators:

**Rita and Peter Olivier
emhc@silcc.org
281.257.8060**



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CONGRATULATIONS !!!



**You have completed the
Extraordinary Minister of Holy Communion
Annual Renewal Module !!!**

**Please follow the instructions on next page to help us
document that you have completed the
Annual Renewal Process.**



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EMHC DATABASE DOCUMENTATION PROCESS

- 1) **Locate and Print the following forms ***
 - A. **Liturgical Minister Information Form**
 - B. **Affidavit For Suitability To Serve**
 - C. **Media Release Form (< 18 Years Old)**
- 2) **Fill in all required information on forms**
- 3) **Forward a signed copy of completed forms to the Saint Ignatius EMHC Coordinators via one of the following methods:**
 - A. **Mail (Saint Ignatius Loyola EMHC Ministry, 7810 Cypresswood, Spring, TX, 77379)**
 - B. **In Person (SIL Parish Office Receptionist)**
 - C. **Fax (SIL EMHC Coordinators at 281.370.9306)**
 - D. **Scan (emhc@silcc.org)**



* Forms are available via SIL website, SIL Ministry Room and SIL Parish Office Receptionist



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Thanks AGAIN And God Bless You

For Continuing To Serve
Reverently In Our
EMHC Ministry !

Let's end our module by reciting the EMHC prayer on the next slide.



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EMHC PRAYER

**Lord, as the apostle John stood next to Your Son's Cross,
so I am privileged to stand next to Your Altar Table
and serve in the Holy Sacrifice of the mass.**

**In a long tradition of priestly people,
I am grateful for the honor that is mine.**

**May my behavior and the attitude of my heart
reflect that holy honor
as I strive to serve in a sacred way.**

**With awe and wonder, I will hold in my hands
the Body of Christ and His Sacred Blood,
so that my sisters and brothers
may be fed with the Food of Life.**

Make my heart and hands clean.

**Free me from anything of vanity and pride
that might divorce me and the service that is mine
from the heart of the Divine Mystery
residing in this Holy Meal.**

**May I, with Your Constant Assistance,
truly wait upon You and Your people
in this Holy Liturgy of Praise and Adoration. Amen**

