

GUIDELINES

EXTRAORDINARY MINISTERS OF THE EUCHARIST

I. General

A. Substitutes

1. Finding substitutes is your responsibility.
 - a) Use the roster to find someone from the same Mass time but a different team.
 - b) Call someone from the substitute list.
2. Give your substitute the name of your captain and call your captain with information about your substitute.

B. Dress Code Helps Maintain the Dignity of the Ministry

1. Men
 - a) Coat and tie.
2. Women
 - a) Dress with sleeves, pants suit, skirt with jacket or sweater, or skirt or slacks with blouse with sleeves. Please refrain from wearing outdoor coats to the altar. Shorts are inappropriate.
3. Both Men and Women,
 - a) Please avoid wearing jewelry that could scratch the gold of the vessels.

C. Arrival

1. Arrive **at least** 15 minutes before Mass.
2. Get your cross from the ushers' closet.
3. Report to your captain as soon as possible to avoid confusion.
 - a) It is important for the captain know you are present and for you to receive your positions and assignments.

- b) If you arrive late and/or fail to report to the captain, the captain may have already found a replacement.

D. Seating Arrangements

1. You may sit anywhere you like.
 - a) If you are assigned to bring the Ciborium from the Tabernacle to the Altar, please sit near the Tabernacle.

E. Genuflection

1. **ALWAYS GENUFLECT AS YOU PASS THE TABERNACLE, IF THE PRECIOUS BODY IS PRESENT.**
2. If you are bringing the Ciborium to the Altar, proceed to the Tabernacle, genuflect, unlock and open the door, remove the Ciborium. **Leave the door open.**
3. When you return the Ciborium to the Tabernacle, place it inside, close and lock the door, remove the key, genuflect, and return the key to its place in the Sacristy.

II. Approaching the Altar

A. At the Sign of Peace

1. Walk together, following the EME with the Ciborium.
2. Walk directly to your position and remain as still as possible. **Please do not walk behind the altar.**
 - a) Precious Body EMEs to the choir side and Precious Blood EMEs to the Blessed Virgin side.
 - b) Please do not exchange the sign of peace at the altar. Do this in the Nave before you enter the sanctuary.

B. Ciborium

1. One **Precious Body EME** will be assigned to bring the Ciborium to the altar. The same EME will return the Ciborium to the Tabernacle after communion. Only one Ciborium per EME. If there are two Ciboria to be brought up then two EMEs are needed. Likewise if there are two or three Ciboria after communion, two or three EMEs are needed to return the Ciboria to the Tabernacle.
2. The EME bringing the Ciborium to the altar will place it on the Corporal. The priest will divide the Precious Body into the various patens.

III. Receiving the Blessed Sacrament

Bow prior to receiving the Precious Body and Blood as the congregation does.

IV. Distributing the Precious Body (Hosts)

A. Assigned Positions

1. After you have received the Body and Blood of Christ the priest will hand you a paten.
2. Once all have received your paten, and the priest has his, walk directly to your assigned positions.
3. If you are assigned to the handicapped side (choir side)
 - a) Check the handicapped pew.
 - b) Go to your assigned position.
 - c) Distribute to the choir after the congregation and before moving to the Sacristy.

B. Distribution

1. As recipients approach, hold the Precious Body between your thumb and index finger so that the recipient can see the Precious Body. Try to make eye contact and say "**THE BODY OF CHRIST.**" Put the Host into the recipient's hand. Be alert that some people will want to receive on their tongues.
2. Do not allow anyone to rush you. Establish a rhythm and stay with it.

IMPORTANT

If the Precious Body is dropped to the floor pick it up and consume it or place it in the hand that is holding the vessel until communion is over.

If you have not consumed it, place the Precious Body into a cup of water in the sacristy. After it dissolves, pour this into the sacrarium.

3. If you run out of the Precious Body before your line is finished, go to the Ciborium on the altar or another EME for additional Hosts.

4. Do not address a recipient by name.

5. As your line comes to an end, be attentive to other lines. Re-position yourself to help wherever you are needed.

6. After you are finished, place the paten in the middle of the altar on the Corporal. Wait at the side of the altar until the priest has combined the remaining Hosts into the Ciborium. He will give you the empty patens; proceed directly to the sacristy to help purify the vessels.

Remember to remain silent in the sacristy. The Mass is still in progress. If you must speak, please whisper.

7. The EME who brought the Ciborium to the altar should also return the Ciborium, to the tabernacle. If there are extra Hosts, there may be two Ciboria. Remember, one Ciborium per EME.

8. After the Ciborium is placed in the Tabernacle, close and lock the door, remove the key, then genuflect and bring the key to the sacristy.

9. It is the Server's responsibility to remove the empty vessels from the altar to the Credence table. It is the EME's responsibility to take vessels from the Credence table into the Sacristy.

BLESSING

Occasionally someone will come before an EME of the Precious Body with his or her arms folded across the chest. This means that they do not want to receive but want a blessing. Use the following procedure:

- **If you are holding the Precious Body in your hand, return it to the paten.**
- **Put your empty hand on their shoulder and say:**

"MAY THE LORD BLESS YOU" or "GOD BLESS YOU"

V. Distributing the Precious Blood

A. Assigned Positions

1. The Precious Blood EMEs who are assigned to the Ambo and Choir positions will offer the Precious Blood to the Precious Body EMEs. This will allow a better flow when the time comes for the EMEs to move to their assigned positions.

2. Proceed to your assigned position as soon as the priest picks up his paten. Move as a group.
3. If you are assigned to the handicapped side:
 - a) Check the handicapped pew.
 - b) Go to your assigned position.
 - c) Distribute to the choir after the congregation and before moving to the Sacristy.

B. Distribution

1. Hold the Chalice in front of you. Try to make eye contact and say "**THE BLOOD OF CHRIST.**" Offer the Chalice to the recipient.
2. Take the Chalice back and wipe it **INSIDE_and out** with the purificator. Rotate the Chalice and the purificator.
3. Do not address the recipient by name.
4. Be alert to those people who still use the "self intinction method". (This method is not permitted, however, it is not your duty as EME to address this. Please let the priest know that someone is doing this, especially if they are a parishioner.)
5. As your line comes to an end, be attentive to other lines. **Re-position yourself to help wherever you are needed.**
6. If you distribute all of the Precious Blood before your line is finished go directly to the sacristy. Purify the communion cup you used, and wait for the other EMEs to assist in the purification of the vessels.
7. When your line is finished, proceed to the sacristy and assist in the purification the vessels.
8. Any Precious Blood remaining in a Chalice when you are finished **must be consumed.**
9. Remember to **remain silent** in the sacristy as **Mass is still in progress.** If you must speak, **please whisper.**

IMPORTANT

Should any of the precious blood spill on the carpet immediately stop distributing and use your purificator to absorb the spill.

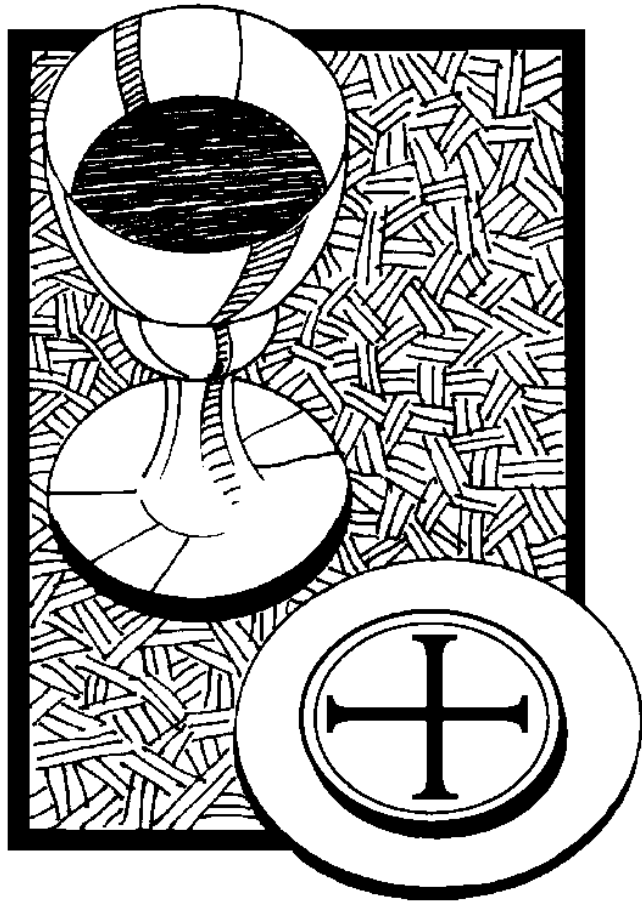
Mark the spot with a purificator. Go get another purificator and continue to distribute.

After mass clean the spill as much as possible with water and purificators.

VI. Purification of the Sacred Vessels

A. Patens and Chalices

1. Consume any remaining Precious Blood.
 - a) **Consume the Precious Blood silently and reverently.**
 - b) **If you are uncomfortable with or unable to consume, ask another Eucharistic Minister to consume. If necessary, any of the members of the faithful may be asked to consume.**
 - c) **If there is a problem in consuming the Precious Blood, please ask the priest to help when he returns to the sacristy.**
 - d) **The Precious Blood should not be poured into the sacrarium.**
2. Pour a small amount of water (from the tap) into the pitcher and swirl.
3. Wipe each paten with a purificator, sweeping all crumbs into one chalice.
4. Pour the water from the pitcher into the chalice and consume.
5. Put a small amount of tap water into each of the other empty chalices, swirl and consume.
6. Dry the chalices and pitcher with the purificators.
7. Place all used purificators in the laundry bag.
8. Please speak in whispers in the sacristy.
9. After the Saturday night 5:30 PM Mass and the Sunday 12:30 Mass put the vessels in their proper places in the cabinet.
10. Return to your place in the assembly **PRIOR TO THE POST COMMUNION PRAYER (Let Us Pray)** or during the announcements or the recessional.
11. Return your cross to the ushers' closet.



Prayer to Our Redeemer

Soul of Christ, make me holy.
Body of Christ, be my salvation.
Blood of Christ; let me drink your wine.
Water flowing from the side of Christ, wash me clean.
Passion of Christ, strengthen me.
Kind Jesus, hear my prayer;
hide me within your wounds
and keep me close to you.
Defend me from the evil enemy.
Call me at my death
to the fellowship of your saints,
that I may sing your praise with them
through all eternity.



VII. Captains' Responsibilities

A. Team

1. Captains are responsible to see that every member of their team is properly trained and familiar with these "guidelines."
2. Captains are responsible for contacting all members of their team one week before the beginning of each rotation as a reminder.
3. Captains are responsible to cross train their team members allowing them to take the captain's place if necessary.
4. If you as a captain need a substitute, be sure to arrange for one of your team to act in your place or get a substitute who can.

B. Sacristy

1. Arrive at church 20 to 30 minutes before Mass, as you will need the time to prepare.

**Approximate
Number of
Hosts for
Normal Masses:**

<u>MASS</u>	<u>HOST</u>
5:30	400
7:30	300
9:00	400
11:00	500
12:30	300

**Place Hosts on
the Large gold
paten**

a) Put the key in the tabernacle, open the door and check the number of Blessed Sacraments in the Ciborium. Close and lock the door (*leave the key in the lock*). This information will help you to know how many hosts will be needed for the Mass.

b) Place hosts into the large gold paten and wine into the pitcher, if the priest has not already done so. **The number of hosts placed in the large gold paten should approximately equal the number of hosts to be consumed at that particular mass. Hosts reserved in the Tabernacle are to be used only if we run a little short, or there are too many hosts and the priest asks you to use some of the reserved hosts for that particular mass.** Be attentive to any circumstances that might require more hosts than can fit into the large gold paten. If necessary fill an extra Ciborium, and take back to the gifts' table with the large gold paten.

c) Check to see that the appropriate number of patens and chalices are on the credence table. This will vary depending upon the number of EME's assigned to the Mass.

d) Do this quietly and leave the sacristy as early as possible.

(1) **The sacristy should be a place of quiet reflection for the priest before Mass.**

(2) If there is a visiting priest, explain our procedures.

2. Take the large gold paten with the hosts and the pitcher with the wine to the back of the church.

C. Narthex

1. Meet your team and make assignments.
2. Assign a Precious Body EME to bring the Ciborium to the altar.
- RR 3. Remind everyone to move deliberately to their assigned positions in the sanctuary.
4. Tell your team that if anyone finds that he/she does not know where to go, it is best **to stand still**. You as captain should be the last one to leave the altar for your position so that you can see and help someone who is confused.
5. Inform the priest of the number of Ministers.

**Remind
your
team not
to walk
behind
the altar.**

D. After Mass

1. Make sure that the vessels are properly purified.



VIII. Glossary of Terms

Chalice	The cup used for wine and Precious Blood at Mass.
Ciborium	A covered metal cup holding hosts (Blessed Sacrament) for Communion of the faithful.
Credence Table	From Latin credere, "to believe." A small table, or shelf in the wall, near the altar. It holds the paten, chalices, small basin, and finger towel for the celebration of the Eucharistic Liturgy.
Narthex	The entrance hall between the front doors of a church and its main interior.
Nave	The main interior of the church, where the faithful gather to participate in the Holy Sacrifice of the Mass.
Paten	A small, circular dish that holds the Blessed Sacrament at Mass.
Purificator	A small cloth used for wiping the patens and drying the chalices (after rinsing the latter with water) at Mass.
Sacrarium	The "sacred sink" used for the disposal of sacred liquids. The sacrarium drains into a dry well beneath the church.
Sacristy	Preparation and vesting room located to one side of the sanctuary.
Sanctuary	That space in a church immediately around the altar.