

## **Extraordinary Minister of Holy Communion**

Extraordinary Ministers of Holy Communion (EM) must show the greatest reverence for the Holy Eucharist by their **demeanor**, their **attire** and the **manner** in which they handle the Consecrated Bread and Wine. Because you are handling the Body of Christ, dress in a respectful manner. Wear clean clothes appropriate to this function. This means no t-shirts, no flip-flop shoes, no dirty sport shoes, no jeans or levis, no immodest dress or revealing clothes, no shorts or mini-skirts, and no visible under-garments.

### **Number of EMs needed by mass:**

**4:30 pm Saturday**

**9:00 am Sunday**

**11:00 am Sunday**

Each of these Masses requires 4 EM's including a deacon.

Ex., 1 Lead EM, 2 extraordinary EMs, and 1 Deacon -or-  
1 Lead EM, 3 extraordinary EMs.

**7:00 am Sunday**

**6:00 pm Sunday**

Each of these Masses requires 3 EMs including a deacon.

Ex., 1 Lead EM, 1 extraordinary EM and 1 Deacon -or-  
1 Lead EM, 2 extraordinary EMs.

### **Description of Duties**

#### **Lead EM**

Arrive a minimum of **20-30** minutes before Mass.

In the Ministers Room:

- Sign in on the schedule sheet.
- Select Ciborium Station #3 (next to the Chapel) on the half-sheet map of the altar area.
- Select and wear a cross from the second drawer on the right.

- Appoint a scheduled EM to help with the sign-in sheet.
- 10 minutes before the start of Mass, if positions are vacant, recruit certified EMs from the congregation.

### **Ordinary EMs**

Arrive a minimum of **15** minutes before Mass.

In the Ministers Room:

- Sign in on the scheduled sheet.
- Select serving position on the half-sheet map of the altar area.
- **Note the duties for the position selected . Please read.**
- Select and wear a cross from the second drawer on the right. If you are not scheduled to serve introduce yourself to the Lead or Lead Helper and tell him/her where you will be sitting in case you may need to serve.

### **Lead and Ordinary EMs**

After the sign of peace, go immediately to the altar.

**All will bow before entering the Altar and upon leaving the altar.**

The Lead with go to the tabernacle and retrieve the ciboriumsthere and bring them to the altar.

**All with go to Credence Table and sanitize their hands. (Remember not to touch your hair after this or cough into your hands).**

### **CIBORIA STATIONS**

**Station 1** is far left near the stair to the choir. Serve Choir first/last as needed. Serve front row for any handicapped persons seated there. Then back up to the stairs of the Altar and finish serving congregation. Return your ciboria to the altar when finished. After hosts have been consolidated, fold corporal inward and place on credence table.

**Station 2:** is to right of the priest (this space is used by the Deacon if one is scheduled). Bring the empty Ciborium from the credence table to the altar. Serve handicapped in the front row where you are standing. Upon return to the altar retrieve pyx from the credence table and fill them. Then prepare credence table for the purification of the vessels by the priest.

**Station 3:** is next to the chapel. Retrieve key from credence table and bring Ciborium from the Tabernacle to the altar. Serve the handicapped in front row where you are standing. After Communion, combine Ciborium on the Altar in as few as possible and cover. Make sure pyx are filled. Take covered Ciborium to the tabernacle. Return key to credence table.

**Station 4:** is a roamer and servers the handicapped in the back of the Church. Go to the second aisle and to the back of the Church where the Usher will show you where to go from there. When finished go to Station 3 and help them. Proceed to Station 1 if necessary. When finished, go to the altar and leave your ciborium. Then go to your seat.

Stations 1, 2 & 3 should distribute Holy Communion to the front row of pews if handicapped person are seated there. Station 4 should go to the back of the Church to distribute Holy Communion to the Handicapped there. **Please know what position you have selected and the duties required by that station.**

If you run out of hosts, tell the communicant to wait. Go to the altar and on the corporal transfer host from the reserve ciborium to your ciborium. Return to your position and continue distributing hosts. If there are no consecrated hosts on the altar, receive more from another EM or direct communicants to a nearby EM.

When you are done serving if other positions need help please proceed to one of those positions and assist with the distribution. Stand so as to help the orderly flow of people.

Host servers return to the altar and place their ciborium on the corporal and step back.

THE LEAD EM WILL COMBINE THE CIBORIUMS AND TAKE FULL ONES TO THE TABERNACLE.

(#3 takes ciborium with hosts to tabernacle, #2 takes empty ciborium to credence table, #1 folds the corporal inward on-its-self to contain any crumbs and #4 has left the altar.).

Perform remaining duties as indicated by the position you selected. If you have met your duties, return to your seat. Do not congregate at the altar after you have finished. DON'T FORGET TO BOW.

**DO NOT GIVE THE SIGN OF PEACE TO ANYONE ON THE ALTAR.**

**DO NOT COMMUNICATE WITH OTHERS WHILE ON THE ALTAR UNLESS AN EMERGENCY.**

As this is a joyous occasion, **SMILE** and make eye contact when distributing the Body of Christ. Only say “The Body of Christ”. Do not use recipient's name. If a recipient approaches with his/her arms crossed say, “Receive Jesus in your heart.” Lightly touch only the recipient's shoulder.

**END OF MASS**

### **Leads and Ordinary EMs:**

- Stay in your seat and do not approach the altar until the singing has ended.
- EM's should go the credence table and help carry any vessel not on the tray back to the sacristy.
- Return your cross to the Ministers room, second drawer on the right.
- Check the sign-in sheet and print in names of who served but not sign-in.

**Lead:** In the sacristy, do in the following order:

- Carefully shake the corporal in the sacrarium ( smaller sink on the left).
- A corporal may be reused if there are no stains on it.
- All purificators, used or unused at the Mass, must be placed in the washing basket. Purificators can not be reused until they are washed.
- The wash basket is in the cabinet below and right of the sink. Carefully rinse the celebrant's chalice. The large offertory bowl, and ciborium in the sacrarium. Do not submerge any of the priests' chalices or the offertory bowl. Wipe them out with a dam, cloth and dry them. Be aware that any jewelry you are wearing can scratch these vessels. **BE CAREFUL.**
- Clean items in regular sink using hot water and the soap provided.
- Rinse well.
- Dry with cloth (not paper towel) and place in cupboards.

**PLEASE DO NOT SET UP FOR NEXT MASS.**

**MAY GOD BLESS YOU.**

**THANK YOU FOR YOUR SERVICE TO HOLY SPIRIT CHURCH**