

ST. JOSEPH-ON-CARROLLTON MANOR
Guidelines for Extraordinary Ministers of Holy Communion

All Extraordinary Ministers must be in good standing with the church before being inducted into the ministry.

SCHEDULE:

The schedules are usually emailed two-weeks prior to the start of the month. If you know that in the coming month you will not be able to serve on a particular Saturday or Sunday, please let the scheduler know. If you find you cannot serve after the schedule has been sent, it is your responsibility to find a substitute and notify the scheduling coordinator about the change. Ask your substitute to check in with the Mass Coordinator before the beginning of Mass so that he or she knows that there is someone substituting for you at that Mass. If you are substituting for someone else, again please let the Mass Coordinator know before the beginning of Mass.

If you are not on the schedule but would be willing to serve, please let the Mass Coordinator know. You can serve at any of St. Joseph's Masses.

If you are available to serve at any upcoming Holy Day or special Masses, please let the scheduler know.

ATTIRE:

"Sunday Best" attire is to be worn. Men should wear a shirt & tie, especially when there is a Baptism or 1st Communion. Please dress to always be prepared to serve at Mass if needed. Please: No jeans or tennis shoes.

BEFORE MASS:

Please arrive at least 15 minutes before the beginning of Mass.

- (A) Check in with the Mass Coordinator to see where you will be stationed
- (B) Make sure that all needs for the Mass are in place for the celebration
- (C) Hand out the hymnals & greet the parishioners as they come in if needed

DURING MASS:

During the sign of peace, the Extraordinary Minister who is assigned should go back to the tabernacle to bring the paten containing the consecrated hosts to the altar. The Extraordinary Minister who removes the Ciborium with the consecrated body from the tabernacle leaves the door of the tabernacle open, as long as there is no presence of the BODY.

After the sign of peace, ministers move forward to the altar. When there is no music the Lamb of God is recited. All Extraordinary Ministers should clean their hands using the hand purifiers located on the side tables behind the altar as soon as they go on the altar. The ministers stand behind the priest facing the congregation. The ministers' hands should be folded in prayer and they should recite the responses with the congregation.

The Extraordinary Minister bringing the ciborium to the altar places it on the corporal.

Before receiving the Eucharist the ministers will BOW their heads & say AMEN then proceed to their assigned station.

When distributing the Body of Christ, Ministers are to hold it up slightly while SMILING and say "THE BODY OF CHRIST" to which the communicant responds "AMEN". If a young child comes up with their arms crossed, place your hand on his or her shoulder and simply say "BLESS THIS CHILD". Ministers of the cup hold it up slightly while SMILING and say "THE BLOOD OF CHRIST", then give the communicant the cup to drink with a response of "AMEN".

Great care should be taken in the exchange of the cup between adults but more so between minister and young people. After each communicant drinks from the cup, the lip of the cup is to be wiped with the purificator and the cup given a slight turn before repeating the procedure to the next communicant.

Should spillage of CONSECRATED WINE occur, place the purificator over the spill immediately and clean up as much as you can.

Should a CONSECRATED HOST fall to the floor, pick it up immediately and consume it. DO NOT give it to another communicant.

After the distribution of Communion, the consecrated wine remaining in the cup is to be consumed by the ministers. The unpurified chalices get covered by a purificator. The Extraordinary Ministers will remain by the Credence table until the assigned Extraordinary Minister takes the consecrated hosts back to the tabernacle. The paten containing the consecrated hosts should be held up as a sign of reverence when carrying it back to the tabernacle. The remaining EMs will then go in front of the altar and in unison bow down before returning to their seats. Once the consecrated hosts are in the tabernacle, the tabernacle door should be locked and the electric candle lit indicating the presence of the Lord in the tabernacle (if in the Parish Center)..

AFTER MASS:

The Extraordinary Ministers should approach the altar only after the closing hymn is completed. All Extraordinary Ministers should stay after Mass to purify and clean the Sacred Vessels and if a Mass is following, set up for the next Mass. The candles on the altar should be extinguished. If any candle has already gone out, please check to make sure that the oil container is not empty. The corporal remains on the altar. The Book of Gospels should be placed in its stand on the corporal on the center of the altar. (If the Deacon is present, the Book of the Gospels should be displayed in the entrance to the Church) All sacred vessels must be purified at the Credence Table by first reciting the Purification Prayer and then rinsing the cups with water and consuming it. Then they should be wiped dry with the purificator. Unless it is the last Mass the patens can remain at the Credence Table after they have been purified.

After purifying the cups, they can be taken to the kitchen for washing. The cup and the patens (after the last Mass) can be washed with hot water and soap. See the Extraordinary Minister checklist for detailed information on how to set up for the next Mass.

Thank you for your ministry to the community of St. Joseph's!

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