September 2015

St. Joseph's Extraordinary Minister Checklist

Before Mass:

- Arrive at least 15 minutes before Mass
- Get station from Mass Coordinator (MC), go over procedures with MC (disabled needing Communion brought to them, low gluten parishioners, etc.

During Mass:

- After Sign of Peace approach altar from side aisles only, bow, and go on altar
- Center Body/Deacon Greg gets out ciborium from tabernacle
- Font-side Blood gives Blood to altar servers
- When sides are done side EMs assist with Communion at center aisle

  After Communion:
  - Body EMs return patens to altar
  - Choir-side Blood EMs go to choir side credence table, consume, step off altar, bow, and return to seat
  - Font-side Blood EM brings cruet to altar if not there, then consumes at font-side credence table
  - After consuming font-side Blood EMs step off altar, bow, and return to seat
  - Center Body/Deacon Greg puts ciborium back in tabernacle

After Mass:

- Purify vessels at credence table
- In Work Sacristy do "first rinse" of vessels in Sacrarium, wash and dry at regular sink with paper towels
- Fill Sacrarium, rinse purificators, wring, use Shout if needed, hang to dry
- Set up for next Mass or Daily Mass/at last Mass for the day put away vessels

See next page for details

Questions? Contact Janet Cugini, Extraordinary Minister Chair at liturgy@sjcmmd.org

Detailed Extraordinary Minister Procedures during Mass

- After the Sign of Peace approach the altar from the side aisle from where you'll be serving and bow before going on the altar. Sanitize your hands at the credence table on your side when you first step up on the altar.
- Stand in front of the tabernacle on the brown tiles facing the community in the order that you'll be distributing Communion: from choir side facing narthex: Body Blood Blood Body/Deacon Greg Blood Blood Body.
- If Deacon Greg is not there the center Body EM gets the ciborium from the tabernacle. Genuflect when you open the tabernacle door and then put the ciborium on the corporal on the altar.
- **All EMs Step up to the altar in unison after Father receives Communion to receive your Body/Blood vessel for Communion**: when Father receives Communion and says: "May the Body and Blood of our Lord Jesus Christ bring me to everlasting life" and we say "Amen" step up to the altar in unison to receive your paten/chalice from Father. We step closer to the altar so that Father does not have to walk back to us to give us our vessels.
- The **font side-aisle Precious Blood EM** serves the Precious Blood to the altar servers.
- After distributing Communion to their sides, the side-aisle EMs assist the center aisles with Communion until everyone receives; The Body EMs will distribute Communion to the center aisles by standing at the end of the first row. The Precious Blood EMs stand next to the center Precious Blood EMs.
- After Communion the **choir-side Blood EMs** return to choir side credence table to consume the Precious Blood. If needed ask other EMs to assist you in consuming the Precious Blood. Once consumed put a purificator on top of the chalices so that it hangs off the sides - do not stuff it in the chalice. Leave the chalices on the choir side credence table with the purificators over them. Step off the altar by the choir-side aisle, bow, and return to your seat.
- The **choir-side Body EM** approaches the altar on the choir side and places his/her patens on the corporal on the altar so that his/her extra consecrated hosts can be placed into the ciborium. Step off the altar by the choir-side aisle, bow, and return to your seat.
- The **center Body EM** (if Deacon Greg/acolyte/other priest is not there) waits on the side of the altar for Father to put the extra consecrated hosts in the ciborium and then returns the ciborium to the tabernacle. When opening the tabernacle door genuflect, place the ciborium in the tabernacle, then close/lock the tabernacle door. Step off the altar by the choir-side aisle, bow, and return to your seat.
- After Communion the **font-side Body EM** approaches the altar on the font side and returns his/her paten to the corporal on the altar so that his/her extra consecrated hosts can be placed into the ciborium. Then he/she steps off the altar by the font-side aisle, bows, and returns to his/her seat.
- After Communion the **font-side Blood EMs** return to the font side credence table. One of the font side Blood EMs immediately brings the water cruet from the credence table (if still there) to the altar so Father can purify his vessels. Then he/she goes back to the font-side credence table to join the other font-side EM in consuming the Precious Blood. If needed ask other EMs to assist you in consuming the Precious Blood. After consuming put a purificator on top so that it hangs off the sides - do not stuff it in the chalice. Leave the chalices on the font side credence table with the purificators over them. Step off the altar by the font side aisle, bow, and return to your seat.
- **No purification is performed during the Mass:** all purification gets done **after** Mass.
- To purify the vessels **silently** add water from the cruet to the patens and swirl. Then pour water from the patens into the chalices and swirl. Add additional water to the chalices if necessary. Swirl, consume, and wipe dry with purificators. You can say the following prayer found on the credence table when purifying:
  "*What has passed our lips as food O Lord may we possess in purity of heart, that what has been given to us in time may be our healing for all eternity."*
- After purifying the Sacred Vessels bring all the vessels, towels, water cups, and the purificators to the Work Sacristy.
- Perform the **First Rinse:** add water to the patens and chalices, swirl, and pour the water into the Sacrarium.
- For the **purificators** put a stopper in the Sacrarium, then add water to the Sacrarium using the containers over the sink. Completely rinse the purificators. Wring as much water as you can out of the purificators. If there are any lipstick stains spray them with Shout (found over the kitchen sink) – no need to scrub. **Do NOT rinse the purificators in the Sacrarium again after spraying with Shout.** Hang the purificators on the racks to dry.
- Depending on the Mass time store the vessels or set up for the next Mass.

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