

Guidelines for Extraordinary Ministers of Communion (EMC'S) at St. Michael Parish

Arrival: no later than 20 minutes before Mass begins and please wear your “Sunday best”

Sign-In (at bulletin board outside of the sacristy)

Show yourself to the Mass Coordinator and **initial** the ministry schedule next to your name. Note the number beside your name and refer to the diagram on the bulletin board to locate your station.

Greet Parishioners

Go into the sacristy, find your name badge, and put it on.
Feel free to greet people in the hallway and gathering space.

Pray with Presider and other Mass Ministers

Exactly 10 minutes before Mass, meet the presider in the sacristy for a short prayer (and any special instructions). Please take a packet of hand sanitizer towelettes with you to your seat, and a plastic baggie to use when disposing of the towelettes after use. After prayer, take your place in the assembly to prepare yourself for Mass.

At Mass: Take your place in the assembly and actively participate in the liturgy. After the Sign of Peace, please use your hand sanitizer towelettes to clean your hands.

At Communion Time:

Immediately after the presider drinks from the chalice, stand and process to the altar. ***Do not wait for music or gesture.*** When you reach the first step of the Sanctuary, stop and bow.

Walk to either side of the altar in single file, stop, and receive the Precious Body from the presider or deacon. (Please remember to bow as the Precious Body and Precious Blood is presented to you)

After receiving the Precious Body, form a curved line behind the presider, according to your assigned position (see attached diagram).

Ministers 5, 6, 7, and 8: Receive the Precious Blood from the presider—bow, take the purificator, then the cup. Drink from it, purify the rim, and turn the cup slightly before serving another minister. (The presider may be minister 1 or 2.)

When all have received the Precious Blood, presider gives plates to ministers 2(1), 3, 4.

As presider moves to his position, all move to assigned positions.

Minister 3: First serve the altar servers and others sitting in the chairs near the font. Then serve those with special needs (indicated by ushers) in the front or down the side aisle. Finally, take your place in front of the first row, even with the third chair in from the center aisle.

Minister 4: First serve those with special needs (indicated by ushers) in the front or down the side aisle. Then take your place in front of the first row, even with the third chair in from the center aisle.

Ministers 1-4: When serving the Precious Body, hold the plate securely and raise the host over it. Give the person a moment to bow before proclaiming, “The Body of Christ.” Place the host in the hand or on the tongue.

Notes: Take your time. Make eye contact. Speak so as to be heard clearly by the person. Proclaim the ritual words from your heart. Do not use names or extra words.

Serving the Choir

Ministers 2 and 4: After all in procession have been served, turn and serve the choir. (Ministers 1 and 3: Be aware that the extra hosts on your plate may be needed by 2 and 4.)

Ministers 5-8: Proceed to your stations. Minister 5, do not stop to offer Precious Cup to the Altar Servers. They will go to your station if they wish to receive.

When serving the precious blood, hold the cup out in expectation. Allow time for the person to bow. Offer the cup, proclaiming, "The Blood of Christ." *See note above.* When the person gives it back, wipe the rim, and turn the cup before offering it to the next person. If a person wants to dip the host, accommodate him/her graciously.

Some People Come Forward for a Blessing Only: If a very young child approaches, or a person with arms crossed over her/his chest, place your hand on her/his head or shoulder in silence or let them know that Jesus loves them (appropriate obviously for children). *Please watch for these vulnerable ones!*

If Your Vessel is Empty before All are Served

Ministers of the Precious Blood: If you serve all the Precious Blood in your vessel, take it to the Blessed Sacrament Chapel altar and place it on the corporal. Then return to your place in the assembly. (Minister 7 and 8, please stay and wait to dry the vessels after the priest/deacon purify the sacred vessels.)

Ministers of the Precious Body: If you serve all the Precious Body in your plate and need more, borrow from the nearest minister. If you still need additional hosts, stay at your assigned position. The **presider** will go to the tabernacle for the ciborium and bring you additional hosts.

After All have been Served: If any of the Blessed Sacrament remains in your vessel after all have been served, return to the main altar. The presider (or deacon) will empty your plate or into the tabernacle's ciborium. If there is remaining Precious Blood in your cup, you may consume it at the altar or hand it to the presider to consume. Take the empty vessel to the Blessed Sacrament chapel altar, place it on the corporal, and return to your place in the assembly. Please do not 'stack' communion plates until the priest/deacon purifies them. Remember to reverence the main altar, with a bow, when leaving the sanctuary.

Purification of Vessels: Ministers 7 and 8, please stay and wait to dry the vessels after the priest/deacon purify the sacred vessels. The priest or deacon are responsible for purifying the sacred vessels (to brush particles of Holy Communion into the main chalice and to pour water into the Precious Blood cups). Once purified, the EMC's can dry the vessels and bring them to the credence table.

After Mass Duties

ALL of the scheduled EMCs (regardless of assigned position, excluding the presider and deacon) return to the Blessed Sacrament chapel altar, gather the vessels and purificators, carry them to the sacristy, place the purificators in the hamper, and wash and dry the vessels. If you took a bottle of sanitizer, please return it to the sacristy.

Please don't worry about setting up for the next Mass, the next Mass's Mass Coordinator will handle that responsibility.

What to Do if You Drop a Host or Spill the Precious Blood

Do not Panic. We are all human and sometimes we drop or spill.

If you drop a consecrated Host on the ground, pick it up and either consume it or give it to the presider. If a small amount of Precious Blood is spilled on clothing dab it up with the purificator. If a large amount is spilled dab up small drops if you can and then lay a purificator over the rest.