

GUIDELINES FOR EXTRAORDINARY MINISTERS OF COMMUNION

ARRIVAL & PROCEDURE FOR SERVING:

- 1) Upon arriving at the Church, all Extraordinary Ministers (EMC) are asked to visit the Ministers' Vestry and cross off your name on the schedule; borrow a cross if you do not own your own.
- 2) Before Mass begins the ++ EMC is responsible for ensuring all assigned EMCs are present. The schedule along with a floor plan with the communion stations will be kept on a bulletin board in the Ministers' Vestry for easy reference. Please review your assignment (Host/Cup).
- 3) Please make every effort to be at church 10 minutes before mass when you are ministering. This gives you enough time to check in and participate in prayer with Father Nick and the other ministers before mass.
 - a) The ++EMC will ask other EMCs in the congregation to be aware that not all of the ministers are present and to be prepared to substitute if necessary.
 - b) If you notice there are NOT 10 EMCs in place at the end of the *Lamb of God*, please approach the altar on the right (West) side, make a reverent bow towards the altar, step up and take the last position(s) for cup. Note, your communion station is based on your position when you are standing in the Sanctuary - the first four positions will minister the Hosts, the next six will minister the cup. Please be aware that you communion station may change if substitutes are needed
- 4) If too many EMCs end up on the altar, all will receive communion as if they were ministering; however when all the ministers leave the sanctuary for the communion stations, the extra ministers will return to their seats. Please make every effort to return to your seat using the traffic flow. Please don't worry or be embarrassed if this happens, remember we are serving the Lord!
- 5) All EMCs will approach the altar, make a small reverent bow towards the altar and line up in the order they arrive. However, please leave enough room on the right facing the altar for the Ministers of the Bread. The altar servers will then step up and stand at the end of the line of Ministers of the Cup. If you don't see the altar servers moving up please motion to them to take their places!

POSITION FOR SERVING:

1. Ten (10) EMCs are assigned to each Mass: four ciboria and 6 cups:
2. The **first four** EMCs listed on the schedule will be assigned as Ministers of the Bread. The remaining **six** EMCs will be Ministers of the Cup. The communion stations are NOT assigned. Please refer to the attached diagram; the communion station you will be ministering at is based on your position in line when you are standing in the Sanctuary. Please become

familiar with the diagram and the communion stations so as "things happen" we can adjust.

3. Father Nick and the Deacons are still experimenting with the process of communicating and distributing the Ciboria and Cups to all of the ministers. The goal is to minimize the time before everyone starts distributing communion with the congregation. Be flexible - once an efficient process is worked out we will be updating these instructions.
4. The Minister of the Cup standing in position #6 is responsible for offering the Precious Blood to the Altar Servers. This can be done before any of the ministers leave the sanctuary
5. *Remain on the altar until Father leaves the sanctuary and then move to your communion station.*
6. *Ciborium #A and Cup #1 responsibility is to communicate the music ministry (Choir, singers, organist, etc). Please communicate the music ministry team prior to moving to your communion stations.*
7. *If you are a Minister of the Bread, and your line is complete, and there is a considerable line waiting for communion in the front of the church, please move to station E1 or E2 on the diagram. The E1 and E2 stations are the "extra" stations for the front of the church. Only one minister from each side should move to the "extra" station; i.e. A or B moves to E1 and C or D moves to E2. The other ministers should place their ciborium on the corporal on the altar and return to their seats.*

POSTURE FOR SERVING:

1. EMCs should serve reverently and should do so without drawing attention to themselves; all focus should be on the altar.
2. How we choose to show reverence is always a personal matter, however when we are serving at the altar we should not create confusion for the other EMCs nor draw attention to ourselves; the Deacon and all EMCs will remain standing.

PROCEDURE FOR TAKING CUPS TO THE SACRISTY:

1. If your cup is empty place your purificator over the cup, placing your hand on top and blend in with communicants as they leave the area and walk to the Sacristy.
2. If your line is finished and you have a lot of wine still in your cup please look around at the other cup locations. If there is a vacated spot go to that position for distribution.
3. If the amount of wine in your cup is very small ask the next communicatee to please finish it rather than offering a cup with such a tiny amount of wine.

PROCEDURE FOR PURIFYING THE CUPS IN THE SACRISTY:

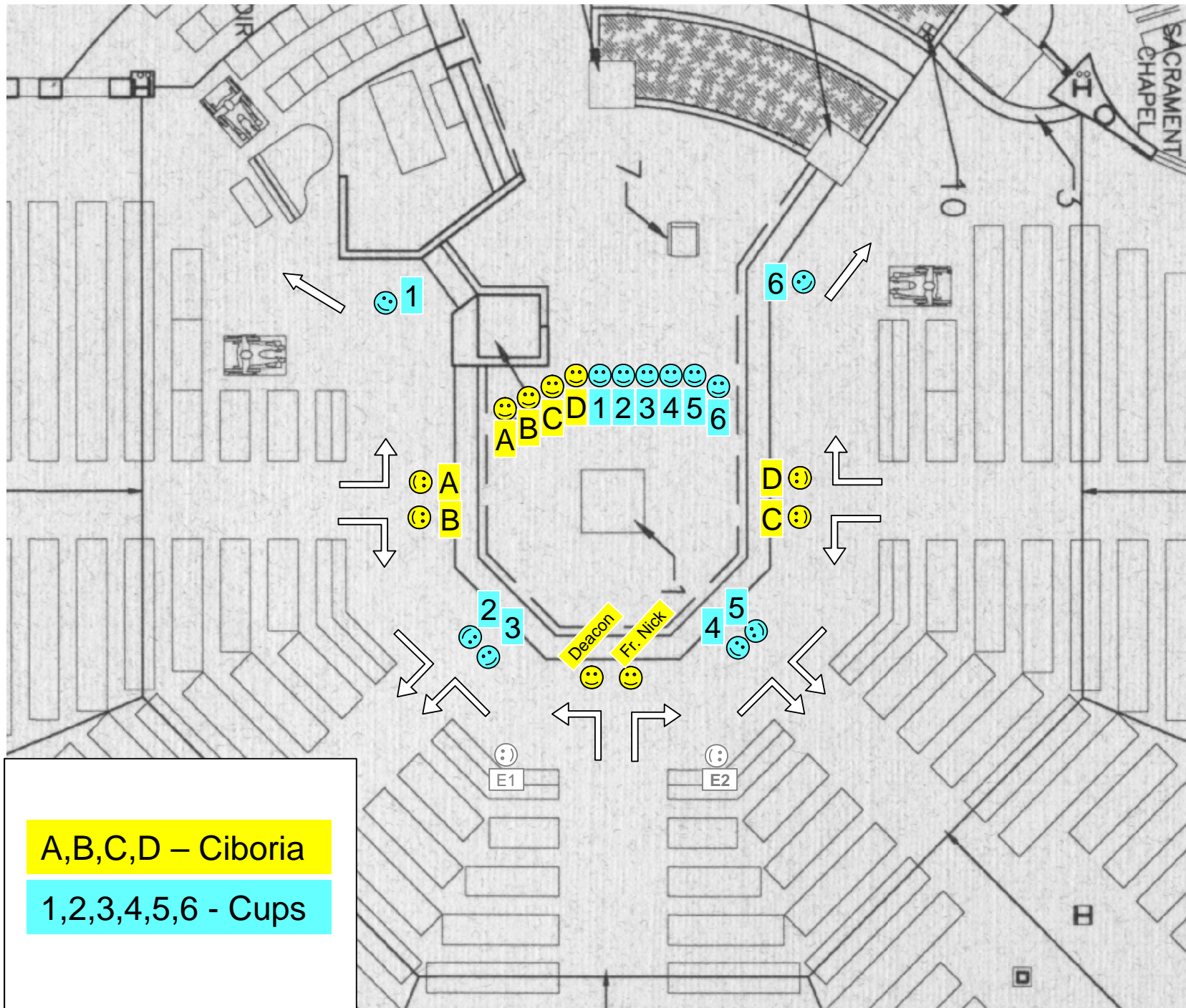
1. If you have a lot of wine left in your cup and need help drinking it, or for health reasons you can't consume the wine, once you are in the sacristy ask another EMC for help. Note that the Precious Blood must be consumed - it should never be poured down the Sacramentum.
2. Purify the cup by adding water, carefully sloshing it around to remove any consecrated wine from the sides of the cup and then consume it. Or you can choose to pour it down the Sacramentum sink. Please lay your purificator over the top of the cup to indicate it's been purified.
3. The first Minister of the Cup into the sacristy will be the "Cup Washer" and will remain in the Sacristy to wash the cups for the next mass. Since mass is still going on, all of the other ministers after they have purified their cup, should return to their seats. Please make every effort to return to your seat using the traffic flow and since mass is still on going, please don't loiter in the sacristy.
4. In order to fully participate in the conclusion of the celebration, it is recommended the Cup Washer take a seat or stand in the back of the church during the closing prayer and blessing.
5. The "Cup Washer" will wash the cups using hot water and soap. The cups should be left upside down to air dry.

BLESSING OF CHILDREN AND ADULTS:

If a child or an adult approaches you with their arms crossed indicating they would like to receive a blessing the rule is there is no rule. Say whatever blessing *you* are comfortable saying. Also, while giving the blessing some are comfortable with placing their hand on the head, the shoulder, or making a small sign of the cross on the forehead while giving the blessing. Again it's whatever you are comfortable doing.

Examples of blessings are:

1. May God bless you and keep you safe
2. God bless you
3. Jesus loves you (small children seem to like this one)



A, B, C, D – Ciboria
 1, 2, 3, 4, 5, 6 - Cups