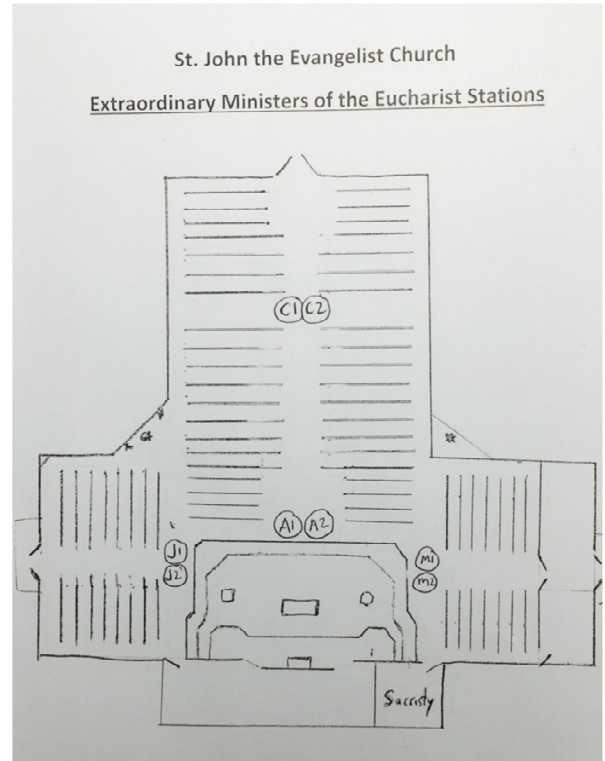


## Extraordinary Ministers of the Eucharistic Manual

### Before Mass Begins

- A schedule is being sent out to all Extraordinary Ministers of the Eucharist (E.M.). We are scheduling 3 E.M.s per Mass (the Priest makes 4) but there are a total of 8 stations (concelebrants and deacons have precedence since they are ordinary ministers of Communion, but keep in mind that you can help fill out the rest of the stations especially when there is a large crowd at Church). Stations Mary 1 & Mary 2 (M1 & M2) are on the side of the St. Mary Statue (facing the altar it is on the left); stations Joseph 1 & Joseph 2 (J1 & J2) are on the side of the St. Joseph Statue (facing the altar it is on the right); station Altar 2 (A2) is at the front of the altar next to the Priest; station Center 1 and Center 2 (C1 & C2) are at the Center of the Church at the break in the main aisle. See the diagram.
- Try to arrive about 10 minutes before Mass so you can get a seat on the side of the church nearest to where you will serve. This is a good time to settle in, take off your jacket, spend some time in personal prayer before serving.
- About 5 minutes before the start of Mass go to the sacristy. Sign-in & wash your hands. Then take the time to confirm there are enough ministers (you may need to go out into the church to ask for help), choose your serving position (we need one person at each of the stations, but could have two) and if there is a visiting priest, confirm that he is all set on procedures. Before Mass begins all ministers join in a prayer.



### During Mass

- Join in the prayer of the community gathered.
- When the “Lamb of God” starts approach the St. Mary Statue or the St. Joseph Statue to sanitize your hands. Stay standing on the main church level by the saints’ statues until the priest has consumed the host. Please note: if you are sitting in the church and see there is need for more ministers, please come up to help (we could use up to 8 total ministers).
- During the “Lamb of God”, the Priest will retrieve the hosts from the tabernacle (when we have a visiting a Priest he may request that you help bring the ciboria to the altar, this is acceptable to do).

- Once the Priest has consumed the host, proceed to the altar, making a close semicircle with the altar servers around the Priest. This semi-circle is tight enough so the Priest does not have to walk many steps to each minister. It usually starts at the edge of the altar and loops behind the Priest to the other edge of the altar.
- After the Priest(s) receives from the cup. He will offer one minister both the Sacred Body and the Precious Blood. When that minister received the cup s/he is to keep it to help offer it to the rest of the E.M.s and Altar Servers. As the cup approaches you, if you do not want to receive from it, simply cross your arms over your chest, fingers to shoulders. While the cup is being distributed the Priest will be giving out the bowls to the E.M.s. When the Cup is finished, that E.M. places it on the altar and receives a bowl.
- Once all the E.M.s have a bowl, proceed to your station.
- When you get to your station look around for any persons who may be mobility challenged. Please go to them to offer communion, unless they waive you off because they want to come up in the communion procession. Once you have taken care of the mobility challenged, take your position in a place that allows for the communion procession to approach you and make the turn to return to their pew.
- As members of the congregation approach see if they are approaching to receive communion (hands folded) or a blessing (hands across to their shoulders ... usually these are the little children). If they are to receive communion, hold the host in front of them and declare: "The Body of Christ". After they respond: "Amen", place the host on their hands or tongue. If they are asking for a blessing, extend your hand (without the host and without making a sign of the cross) and say: "May Almighty God bless you." If you are unsure whether to give a blessing or communion, simply ask the person (e.g. "Do you receive communion?" or "Would you like a blessing or to receive communion?")
- When your area has received communion, look around to see if you can be of assistance at any other stations.
- Once everyone has received Communion return the ciboria to the tabernacle altar, wait next to it until all ciboria are placed into the tabernacle. The Priest (or Minister in charge of returning the ciboria) will combine the hosts into a few bowls and stack them inside the tabernacle. After closing the door, as a sign of honor, s/he kneels/bows before stepping away. The EMs will bow at the same time.
- Once the Priest leaves the tabernacle altar, proceed to purify your fingers in the bowl of water and then return to your seat.
- Mass finishes as normal.

Thank you for your service. May God bless you for your dedication!