

2014 September EEM Training

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### GUIDELINES FOR EXTRAORDINARY MINISTERS OF THE EUCHARIST FOR WEEKEND AND HOLY DAY MASSES

**Before Mass:** Please arrive early enough to sign in on the list in the sacristy. (please note that the sign-in list indicates 'H' for Minister of the Body of Christ, and 'C' for Minister of the Blood of Christ.)

Captains are to take the wine and hosts to the table in the back of the church and find gift bearers to carry them forward during the Preparation of the Gifts. (Captains do not need to be 'H' ministers.)

**During Mass:** All Extraordinary Ministers of the Eucharist will make their way forward at the **beginning** of the Lamb of God (Agnus Dei) and stand at the foot of the steps of the Sanctuary in front of the Altar. After the priest has consumed the Blood of Christ, all EME's will come up the steps and line up behind the altar, 'H' ministers to be first in line. The Body of Christ will be distributed to all EME's while standing in line. The Blood of Christ will be distributed to all EME's as they process around to the priest/deacon at the altar. 'H' ministers, once they receive from the cup, take/receive a ciborium from the altar. 'C' ministers will receive their cup, take a couple steps away from the priest/deacon, consume from the cup, and then wait in front of the Joseph statue or the presider's chair till all have received from the cup.

After ALL ministers have received, the group of four (or three) 'C' ministers go down the ramp to the East wing and the front; the second group of four (or three) 'C' ministers to to the West wing and the front, followed by the Host ministers/Priest/Deacon. (The first 'H' minister goes to the East/St Joseph wing; the second 'H' minister goes to the West/Mary wing; the third 'H' minister or the Deacon goes to the main body of the church.)

While distributing Holy Communion, announce with clarity, "The Body of Christ" or "The Blood of Christ" Do your best to make eye contact with the recipient. If you are distributing The Blood of Christ, carefully wipe the rim of the cup after each recipient and turn the cup for the next recipient. If people in the procession line ask for a blessing, simply state 'Be blessed in the name of the Father, and the Son, and the Holy Spirit' while making the sign of the Cross over them. NO TOUCHING.

Upon completion of distribution, 'H' ministers bring bowls to the altar and then return to their pews. (Servers are responsible for assisting Father with empty vessels.) 'C' ministers take empty cups to the ledge behind tabernacle where they **must** consume any remaining Blood of Christ. Deacon John or a priest will then purify all sacred vessels. All ministers return to their pews.

(Purifying the vessels can ONLY be done by a Priest, Deacon or Instituted Acolyte. The process involves pouring water into paten/ciboria and then into one cup after another to remove remaining remnants of sacred Body or Blood.)

**After Weekend and Holy Day Masses: Captains are to clean the vessels. All the vessels, bowls and cups will be rinsed by running a little water from Sacarium faucet into one bowl or cup, swish it around to catch any particles, then pour that water into the next bowl or cup, then the next bowl or cup, etc. until finished. Wipe Sacarium dry with purificator. Then all the vessels should be washed (one pump of Thieves soap on sponge is sufficient to clean all vessels) in the sink on the right and then dried.**

Hang towels neatly to dry or replace with clean towels as needed.

**4:30 p.m., 7 a.m. and 9 a.m. Sunday EEMs** - place clean vessels on tray along with purificators in preparation for next Mass.

**11 a.m. EEMs** - put vessels away in cabinets.

Sacristan will clean vessels after weekday Masses.

What if???????

Dropped host/Body of Christ

Dropped/spilled Precious Blood

Precious Blood not totally consumed

No Deacon

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Host minister/Priest WAITS to move into position until cup ministers are in place.

Communion to Homebound - to be distributed right after Mass.

EEMs who finish serving The Body of Christ on wings and come to center aisle to assist should stand **at end of front pew.**

Coptic Christians - small children will be served Body and Blood.

Proper position of cup ministers - near corner of bottom steps of sanctuary.
As far away from Priest or minister giving Body as possible.

Do not stop walking when returning cup to shelf behind tabernacle

Appropriate dress for ministers, clean fingernails

Pyx - container for carrying Body of Christ to homebound people