

Extraordinary Minister Procedures

*You will receive an email (**Flocknote**) from scheduler...requesting Dates you will NOT be available. John Bowen Saturday & Sunday Schedule...Leo Wolf Weekday Schedule.

*If you are scheduled for Mass, and will be absent...

#1...It is your Responsibility to find a Replacement. The Replacement will need to sign in and **notify usher.**

#2...List of current EM's will be distributed.

***You will receive an email (**Flocknote**) with the completed schedule. This will list your duties and the dates you are to serve.

***You may also access the schedule on St. Frances Cabrini Web site (stfrances.net)...Posted by Bob Evert

*Upon Arrival...sign in at table; back of church. This will greatly put Usher Captain at ease.

*Arrive at a minimum; **inside church, 20 minutes before scheduled Mass.** The ushers check to make sure everyone scheduled is signed in...again, this will greatly assist the Usher Captain.

*EM Prayer before Mass in Sacristy...conclusion of Rosary. If no Rosary being prayed...10 minutes before Mass start time...pick up Cross/Medallion to wear around neck.

*Based on your Scheduled Duty at Mass...position accordingly in pew on the side of the church you are serving.

*****If you are not scheduled to serve and are available, and in Proper attire...please sign in at the back of the church. If you are needed as a substitute...this will greatly assist the Usher Captain. (Schroeder Rule)**

Procedures at the Altar

--**At the Beginning of the "Sign of Peace"**, exit your pew and proceed to the Credence Table on the side of the church where you are to serve. Do not come up the center aisle, or cross in front of the congregation, as that is disruptive to the service. Proceed along the side aisles. Line up according to position; numbers will be placed on the floor.

--Use small amount of hand sanitizer

--Stand with Reverence...with hands in prayer.

--Proceed up to the Altar after Father receives the Body and Blood... (Acolyte will be the cue)

- Position numbers will be placed on the altar floor.
- When on the Altar your hands should be in Prayer Position...Never at your side!
- Receive the Body of Christ. This will be from the Priest.
- Receive the Blood of Christ...this could be from Priest, Deacon, or Acolyte.
- After receiving the Blood of Christ and are handed the Purificator...Do not shake or snap the purificator open; simply take it by a corner and let it fall open.
- When Father proceeds to his position to distribute Communion, that is your sign to proceed to yours. Do not start before Father leaves the altar.
- When going to your position on the floor...you may exit down the handrail...or you may use the stairs directly in front of the altar.

Blood of Christ

*How to: Hold Chalice with Purificator....

- Reverently hold up the Chalice between you and the receiver and looking the receiver in the eye, smile, and say, "The Blood of Christ". Wait for the person receiving to say "Amen" and then hand them the Chalice.
- Do not let a person dip the Sacred Body into the Chalice. (Intinction...ONLY by established norms from the Bishop)
- Hold the chalice by the stem...hold Purificator in the other hand. Make certain the person has a firm grip on the Chalice before releasing.
- Be especially careful when the person hands the Chalice back to you. The exchange should be firm but gentle; not forceful enough to make a 'splash', or a spill. Be more vigilant when the Communicant is a younger child.
- After the person has handed the Chalice back to you, wipe the place on the chalice where they drank...inside as well as outside...and rotate about a quarter of a turn.
- If you run out of Precious Blood...place the Purificator on top...neatly. Look around to make eye contact with another EM that has a Chalice...they can take your position. If no one else available...stay at your Position with hand **covering the top of the Purificator & Chalice.**
- If your line finishes before the other lines, **do not** move up to another line. You may only move up to take the position of someone who has run out of the Sacred Blood.
- If you have Precious Blood remaining after all parishioners have received Communion, proceed to the credence table and consume the remainder of the Precious Blood. Place Chalice on credence table and return to pew. Your Purificator to be neatly folded...placed on top of chalice.

Body of Christ

*How to: Hold Ciborium

--Reverently hold up the consecrated host between you and the receiver, and looking the receiver in the eye, smile and say "The Body of Christ". Wait for the person to say "Amen" and then place consecrated host in their hand, or the tip of their tongue, depending on which method they prefer. (Practice with index finger on top of the host...thumb under)

--Those who receive the host in the hand should immediately consume the Body of Christ. Some receivers step aside, look up at the Crucifix and consume...but they should not move farther away than that while carrying the Eucharist in their hands. Extraordinary Ministers of Holy Communion share with the Priest the responsibility to ensure that the Eucharist is cared for at every moment and properly and reverently consumed at Communion time. If you notice a communicant moving away with the host, or if someone approaches the chalice while still holding the host in their hand...Gently ask them to consume the host immediately.

--After your line is finished, stand in your position until Father returns to the altar. You may either hand your ciborium to Father, or Deacon...or place **ONLY** on one of the Corporals.

*****If a person comes up and acts like they have no idea of what they are doing, there is a chance, (it has happened) they may not be Catholic.** You may ask them if they are Catholic, and let them know that non-Catholics are not permitted to receive the Sacred Body and Blood...in as gentle a way as possible.

--If a child or an adult comes up for Communion and they have their hands crossed over their chest...hold up the Consecrated host as you would to someone receiving...and looking the person in the eye, smile and say "The Body of Christ". Extraordinary Ministers cannot give a blessing, only a priest or deacon can do this.

--After serving your line of communicants...stay at position until ALL have received...typically the priest's line is the longest and last to finish.

--Walk up the steps back to the Altar...place your ciborium on one of the side corporals. Never place the ciborium on the altar if the priest is still serving Communion.

--While on the altar keep hands clasped or in Prayer position...return to seat.

Disabled Parishioners

--There are 2 instances of serving those parishioners who are unable to join the line at the altar.

--Some disabled parishioners choose to sit in the first row(s). Please look to see if someone is there. If so, proceed directly to them (Sacred Body & Blood) and serve them 1st, prior to taking your assigned position.

--An usher may ask you to follow them to a disabled person in the Congregation. Please take the most direct route back to the altar.

Accidents

***Consecrated Host:**

If a Consecrated host drops to the floor...our demeanor at this moment can calm and assure an anxious and embarrassed communicant. Pick up the host and consume it yourself.

***Precious Blood:**

--If you drop or spill the Precious Blood...DO NOT PANIC! Stop what you are doing. Your demeanor will assure those communicants in line, or in particular, the person who may have caused the spill.

--Stop serving...and immediately use your Purificator to contain the Blood of Christ. There is an extra Purificator located on each credence table.

--Return to your area...standing in front of the Purificator located on the floor...no one will step on it.

Attire

*Bodily demeanor (gestures; clothing) ought to convey the respect, solemnity, and joy of this moment when Christ becomes our guest. (CCC 1387b)

*Your respect for the ministry should be reflected in your appearance and attire. Appropriate attire includes being properly groomed, wearing a suit and tie, or clean nicely creased trousers with a collared dress shirt, or nice sweater; pants suit or skirt or slacks with blouse/sweater, or dress.

***Please Note:** no jeans or shorts at any time. Jewelry or clothing which would be distracting to the Assembly should not be worn. Wear your "Sunday Best".

End of Mass

--One or 2 EMs may assist with returning the vessels from the Credence Tables to the Altar Servers Room after Mass. **ONLY, AFTER the recessional song has ended,** proceed to the table, retrieve the vessels and return them for the Acolyte to purify.

--Replace your Cross pendant; to the Altar Servers' room.

**email addresses:

John Bowen- bowenjandj@gmail.com

Bob Evert- rjevart@charter.net

Leo Wolf- 4wolfpack@tx.rr.com 817.999.3306

Let your Joy shine through...
...distributing The Body and Blood of Jesus Christ.

