

Guidelines for Extraordinary Ministers of the Eucharist Updated August 8th, 2017

Compliance: Level Two (Low Risk)

Scheduling

- Extraordinary Ministers of the Eucharist will be scheduled using Ministry Scheduling Pro (MSP). You can access the schedule by going to stmarkov.org. Click on the “Stewardship” panel, then click on MSP. You may also bookmark this link: <http://www.rotundasoftware.com/ministry/>. If you are able, please check in with the Mass Coordinator to see if last minute volunteers are needed.

Reverence and Attire:

- EM’s should show reverence. This reverence is reflected in your demeanor at Mass, your attire, and the manner in which you handle the Precious Body and Blood.

Attendance:

- Please arrive 15-20 minutes early and check in with the Mass Coordinator who will assign you a position for the distribution communion.
- If you have not checked in at least 10 minutes prior to Mass, the Mass Coordinator will assign a substitute to fill your position.
- If you are not scheduled to serve at the Mass you are attending, please let the Mass Coordinator know if you are willing to fill in for absentees.

Procedures:

- EME’s must be willing to serve both the Precious Body and Blood.
- After the greeting of “Peace” but before the “Lamb of God” begins, proceed to the Altar using the ramp on the choir side.
- Bow once before entering the Sanctuary and once upon leaving it after communion; there is no need to bow when you have the Precious Body or Blood in your hands.
- If you are distributing the Blood, form a line on the left side of the Altar by the Lector Stand (altar server side).
- If you are distributing the Body, form a line on the right side of the Altar by the Cantor Stand (choir side).
- The Priest will begin communion with the Blood side and continue to the altar servers and on to the EM’s who will distribute the Body.
- The first EM to be given a cup by the Deacon (or Sacristan) will immediately follow the Priest to distribute the Blood to the altar servers.
- The second EM to be given a cup will distribute the Blood to the EM’s that will be distributing the Body (EM’s lined up on the choir side of the Sanctuary).
- The remaining EM’s on the Blood side will **proceed to the altar** to receive the cup from the Deacon (or Sacristan).
- EM’s who will distribute the Body will **proceed to the altar** to receive the ciborium from the sacristan (or appointed EM if there is no Deacon).

- Proceed to the station assigned to you by the Mass Coordinator as soon as you have the cup or ciborium.
- If you have any questions during this process, the sacristan can assist you.

Distribution:

Bread Ministers:

- Hold the host slightly above the ciborium, look directly at the communicant and in a clear voice say “The Body of Christ” to which the communicant responds “Amen”.
- Nothing is to be added or subtracted, not even a name.
- Place the host in their outstretched hand or on their tongue as they prefer.
- When your station is finished check to see if you are needed elsewhere; if not, you should return to the Sanctuary and place your ciborium on the Altar.
- Return to your seat by exiting the sanctuary on the side by the altar servers.

Wine Ministers:

- Hold the cup up slightly, look directly at the communicant and in a clear voice say “The Blood of Christ” to which the communicant responds “Amen”.
- Nothing is to be added or subtracted, not even a name.
- Give the cup to the communicant. When it is returned to you, wipe the place where they drank with your purificator, then turn the cup ¼ turn.
- When your station is finished, check to see if you are needed elsewhere; if not, please return to the sanctuary.
- Consume any remaining Precious Blood, place your purificator over the top of the cup and set it on the credence table.
- Return to your seat by exiting the sanctuary on the side by the altar servers.

Accidents during Distribution:

- If you drop a host, simply pick it up and slip it into the hand holding the ciborium and consume after you have finished serving.
- If the Precious Blood is spilt, place your purificator over it and go the credence table to get a new one from the drawer. Let the sacristan know what has happened.
- **In either case, do not panic and do not embarrass the communicant.**