

## RESPONSIBILITIES OF EXTRAORDINARY MINISTERS OF HOLY COMMUNION

### Mass Coordinator

- *Arrives 30 minutes before Mass* to allow enough time to complete all tasks
- Turns video on (instructions are with the remote in shelf of Script in vestibule)
- Place key in tabernacle; check ciborium in tabernacle to determine how much bread is needed. (The ciborium holds 200 hosts)
- Prepares correct amount of bread and wine for communion for the respective Mass; the large ciborium is used. Refer to the Checklist taped to the safe for # of hosts for your Mass.
- Prepares chalice: check that clean purificator is on chalice; place large host on patent; place pall on chalice. Use large purificator with large cross on it.
- Fills each cup (4) with wine—with appropriate amount indicated on Checklist using measuring cup and place on tray with purificators. Use small purificators with small cross in the back of drawer. Tray is placed on credence table.
- Places 3 communion plates on credence table.
- Place finger bowl of water and finger towel on credence table.
- Correct color of the day indicated on board in Altar Server's sacristy.
- Fills water and wine cruet; these are brought to the back of church by altar servers.
- Crystal tray for pyx brought to back of church.
- Checks availability of EM's, Lectors, ushers and altar servers. If no altar servers, make announcement and request servers in congregation to assist. If not enough EM's, gather from the eligible in congregation.
- Prepares missal, lectionary and gospel book placing ribbon on prayers/readings for the day.
- Be sure candles are lit; including Paschal candle if correct season or baptism during Mass.
- If there is no Deacon, MC will stay and assist Priest with purification by wiping cups.
- Secure the Eucharist (after Mass). Lock tabernacle and return key to safe.
- After Mass, place used purificators in designated laundry basket, return lectionary and gospel book to sacristy, place wine cruet in fridge, empty water cruet, empty finger bowl, turn video off. Be sure candles are extinguished. Place chalice and plates in safe.
- When placing chalice in safe, place clean purificator on it.

### Extraordinary Ministers

- *Arrive fifteen (15) minutes before Mass begins.* This allows the MC to ensure everyone scheduled is present and no replacements are needed.
- Sign the EM attendance book in the Narthex.
- In all Masses, the procession must come from the back of the nave/worship space.
- All EMs, including altar servers, in the procession reverence the altar at the foot of the sanctuary and proceed to their designated seats.
- EM's stop, **Bow** and proceed to their seats.
- When Deacon is not present, if the MC carries the gospel book, the MC stops at foot of altar, doesn't bow and proceeds to place the gospel book on the altar, steps back, returns to foot of altar and reverences altar.

- After sign of peace, EM's approach Sanctuary, bow before entering Sanctuary and form line on priest's sacristy side of altar.
- 8 EMs and priest are needed. If deacon is present, only 7 EMs are needed.
- If Deacon is present, he receives communion and assists priest in giving communion to EM's and altar servers. Priest and Deacon give cups and communion plates to EM's. All stay in front except for MC who goes to choir and special needs pews.
- MC stands next to the altar servers. Father will give cup to EM to the right of the MC.
- First EM to receive the cup will serve the MC and altar servers.
- When you have received communion and are given a cup, serve the other EMs and proceed to a designated position. To relieve congestion, do not wait for all ministers to move.
- Designated positions are:
  - Communion plate-stand on side next to front short pew. 1 plate will be next to Priest front & center.
  - Cups-1 person close to each outside wall. 1 person in line with ambo and the other in line with Priest's chair.
- If presented with pyx for taking Eucharist away from the altar, you may not place a host in pyx. Instruct the person to see Father after Mass. The procedures established by the law of the Diocese must be followed. All pyx are to be brought up with the gifts at the Offertory.
- After communion, each EM places their plate or cup on the altar. EM's whose cups have unconsumed Precious Blood consume the Precious Blood **by the credence table** always with reverence then place the cup on the altar. Remember to fold your purificator and place it on top of the cup or next to it. DO NOT STUFF THE PURIFICATOR INSIDE THE CUP.
- Form line on the Priest sacristy side. When Priest returns the Eucharist to the tabernacle, genuflects and closes the door, bow and return to your seat in a reverent manner.