

EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

Thank you for your time and dedication to this ministry. We appreciate your being familiar with the following procedures and being prepared to minister to the best of your ability. It will ensure we all do our best to appropriately bring Christ in the Eucharist to our brothers and sisters.

BEFORE MASS

Please be sure to note well in advance of your Mass assignments. If you are unable to attend your designated Mass, **YOU MUST FIND A REPLACEMENT IN ADVANCE** (use roster and/or Flocknote) and you must also notify the Lead EM of your substitute.

1. **Arrive 15 minutes early.** If you arrive late and your position has been filled you will not be serving as EM for that Mass.
2. Sign-in (please refer to Sign-In sheet, last page of this packet):
 - Ensure **correct** Mass time sign-in sheet is displayed on the sign-in clip board.
 - **Note the position you are signing for!** It is **CRITICAL** that during Mass you position yourself and minister according to that position for which you signed-in. **Based on that position you have signed in for, make sure you know:**
 - Where you will stand along the wall prior to walking up to the altar (below).
 - Where you will stand at the altar to receive Communion (page 2).
 - Where you will stand to minister Communion (pages 3 & 4).
 - If you are substituting for someone, write his/her name next to yours (right column).
3. Take a cross for yourself.
4. Serve as greeter at the doors (both entrances into the Gathering Space and back entrance by choir section). Distribute service sheets as needed.

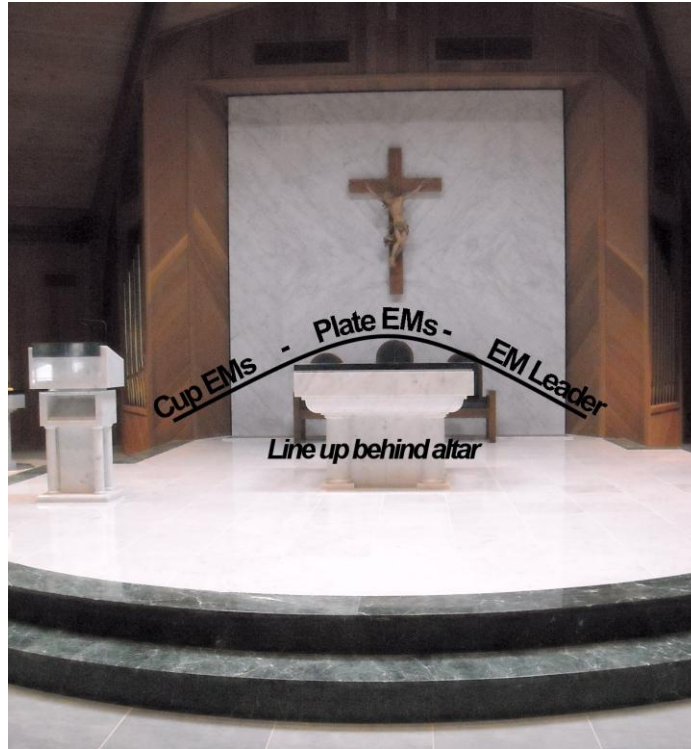
DURING MASS

5. Immediately **after the Our Father and before the Sign of Peace is completed**, line up (single line) along the wall (plate ministers, followed by cup ministers). **NOTE:** Cup ministers should stand back to let plate ministers line up first. Please move all the way up. Leader should be next to the first stair.



EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

6. **Immediately when we finish with “Lord I’m not worthy---my soul shall be healed”**, all ministers follow the leader **in line** up to the altar, plate ministers (PMs) followed by cup ministers (CMs).



7. Receive Communion from priest and/or deacon.
8. All EMs walk up to the priest or deacon to receive a vessel. Usually plates are handed by the priest while cups are handed by the deacon. (NOTE: Visiting priests may not follow this exactly.)
9. Each EM immediately walks down to their station, no longer waiting for others.

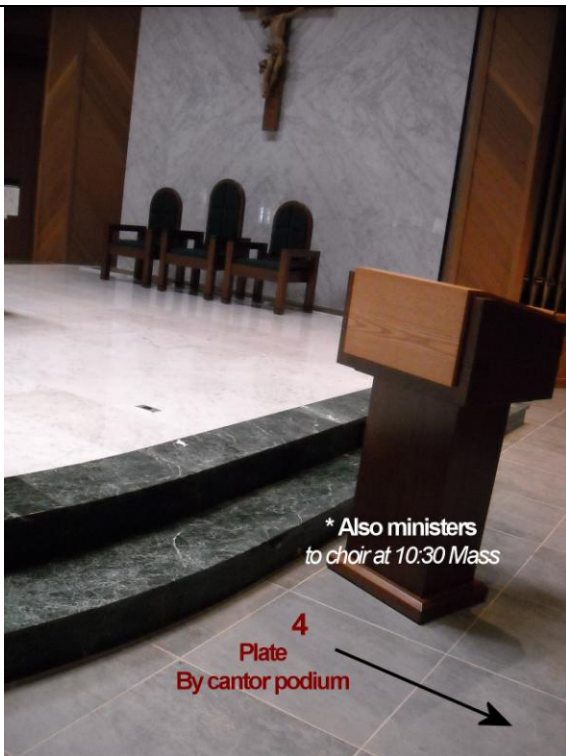
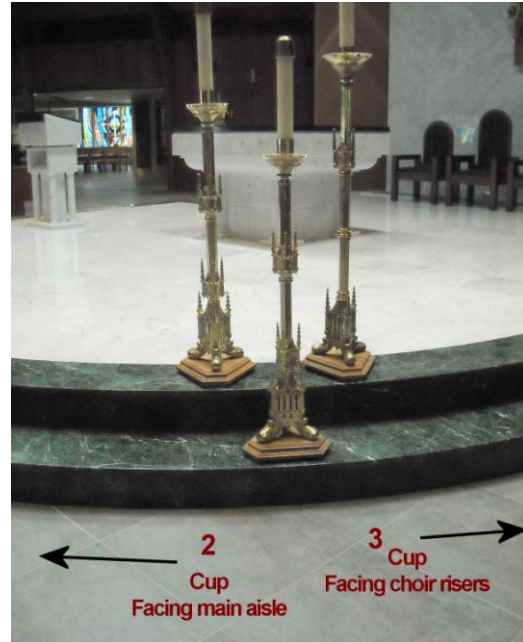
You should look into the person’s eyes, give a warm smile, hold up the host and say clearly “*The Body of Christ*” or “*The Blood of Christ.*” Wait for Amen or prompt Amen if necessary. Be prompt and keep the line moving.

Cup ministers, be sure to wipe cup with purificator and then rotate it before ministering to the next person.

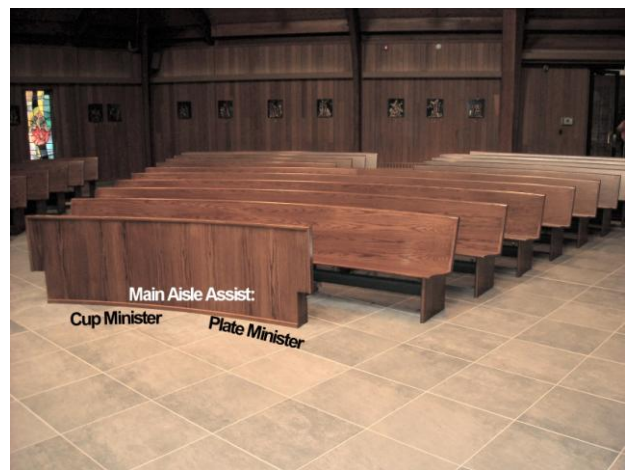
**PLEASE REFER TO PAGES 3 & 4 FOR EM POSITIONS FOR MINISTERING
DURING COMMUNION**

EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

EM POSITIONS FOR MINISTERING DURING COMMUNION



Position 4: When you are done with your station, walk around to minister communion to those who are not able to walk up to receive. The ushers will cue you as to where these parishioners are seated. Then you may return to assist with main aisle as shown below.



Position 3: When you are done with your station and main aisle needs assistance, position yourself by the front pew rail, as shown above.

EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016



Position 8 move back after the first two rows have received so area is not becoming crowded.

Ministers 6, 7 & 8 should move to chapel for any overflow seating.

After Communion:

***Plate Ministers:** Bring plate (whether empty or with remaining hosts) to the main altar (NOT the sacristy!). *Proceed to stand before Tabernacle to wait for reposition of Ciborium. Bow together when Deacon genuflects. Return to pews.*

***Cup Ministers:** Go to the sacristy and consume remaining precious blood (If you need help wait till ciborium is reposed and call someone in to help). **DO NOT WIPE INSIDE OF CUP WITH PURIFICATOR, NOR PLACE PURIFICATOR INSIDE CUP (this is Precious Blood).** Place cups on the corporal with the purificator on top. *Proceed to stand before Tabernacle to wait for reposition of Ciborium. Bow together when Deacon genuflects. Return to pews.*

5/31/2016



EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

AFTER MASS

All EMs are to go back to the Sacristy to help with purification & clean up (see below procedures) and to set-up for the next Mass (see page 6). **Purification happens after Mass.**

****One EM can collect all crosses and return them to the Sacristy/ one EM can purify cups/one EM can purify plates/ Two EM's can dry vessels/one EM can setup hosts/wine for next Mass. ****

PURIFICATION OF SACRED VESSELS AFTER HOLY COMMUNION

The Sacrarium is a special sink located in the Sacristy of our Church. Its purpose is to receive the water from the washing of the sacred vessels and linens. While ordinary sinks drain into the sewer system, the Sacrarium or basin, drains directly into the earth, thus displaying reverence for what is holy and sacred. Also disposed in the Sacrarium are the ashes from burned religious objects and the holy oils of the previous year.

NOTE: *The above does not imply that the purification process is to be bypassed! FIRST PURIFY all vessels carefully and reverently as stated below, THEN WASH them in the Sacrarium.*

- 1. Assemble in the sacristy. Do not place any personal items on the sacristy counter. We invite you to say a personal prayer or the one on the counter. Purification process below is completed with reverence.**
- 2. Pour a small amount of water into each plate, swirl to absorb all particles and pour contents into Chalice or Cup.**
- 3. Pour a small amount of water into each of the cups, swirl to absorb all droplets and pour contents into Chalice.**
- 4. Consume the water in the Chalice with any sacred remains that may have been poured onto the chalice from the other vessels.**
- 5. Then wash and rinse all vessels in the sink and pass on to another EM to be thoroughly dried with a clean towel.**

**The main chalice for Mass should not be submerged in water. Please use a wet purificator for the inside and the lip of the cup. The base of the chalice does not have to be washed, simply wipe with purificator.*

- 6. Wipe sink and counters with towel.**



EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

SET UP FOR NEXT MASS

1. Empty the water from the “hand washing” basin and return it to the bottom level of the credence table, outside the Sacristy (choir side).

2. Prepare gifts to be brought to the altar:

- ✠ **Big plate with small hosts and 1 large host on top**
- ✠ **The pitcher with the wine**
- ✠ **Place gifts at the table located just past the front doors leading into the church (pitcher handle should face the altar).**



3. Place articles on the silver tray, according to specific needs for each Mass:

For 7:30 Mass:

- ✠ **small pewter (silver) with some water**
- ✠ **4 plates**
- ✠ **3 cups and the priest's chalice & 4 purificators**

For 5:00, 9:00, 10:30 & 12:15

Masses:

- ✠ **small pewter (silver) with some water**
- ✠ **5 plates**
- ✠ **4 cups and the priest's chalice**
- ✠ **5 purificators**



4. Place tray on the credence table outside of the Sacristy (choir side).

5. After 5:00 PM & 12:15 Masses, return Tabernacle key back to closet.

EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

IMPORTANT REMINDERS

- **Dress Code:** The attire for EM's should be in keeping with this sacred ministry and in harmony with the atmosphere and environment of the worshipping community. All ministers are asked to adhere to a dress code that reflects reverence and helps set a respectful tone at all Masses (jeans, sneakers, shorts, tight-fitting/suggestive clothing is not acceptable for serving on Sundays).
- **Your hands should be clean, with neatly trimmed and clean nails.** It is good practice to wash your hands with soap and water before the liturgy. You may wish to do this when you are checking into the Sacristy.
- All EMs are responsible for greeting and distributing service sheets before Mass, as well as helping clean up after Mass.
- **Taking Eucharist out of the church:** Please note that when taking Eucharist out of the church for any purpose (such as to bring Communion to a loved who is ill and unable to come to church), **the use of any vessel other than a pyx to carry the consecrated host is unacceptable.** A pyx (see photo to the right) is a small container designed specifically to transport the consecrated host; **no other receptacle is to be used** (including napkins, paper towels, purificators, etc.). Pyxes may be found in the top cabinet in the Sacristy. If you are unable to find a pyx for use, see a priest or a deacon. Please remember to return the pyx the next time you come to church.
- **Important Note:** Please purify the pyx with water after each use.
- **Gluten free hosts are brought by the individual. The pyx should be placed on the altar for consecration and the Priest will distribute**



There is always a need to provide Extraordinary Minister services to the sick of the parish or to parishioners who cannot leave home because of infirmities. If you would like to provide this service after Sunday Mass, please contact Dick White (email: Deputy@iicil.org) for detailed information on being trained to visit the sick.

EXTRAORDINARY MINISTERS PROCEDURES – MAY, 2016

**** EM LEADER RESPONSIBILITIES ****

We are blessed to have the gift of your dedication, guidance and leadership to this ministry. Following are the procedures for EM Leaders, which are above and beyond those outlined for all Extraordinary Ministers.

BEFORE MASS

Please be sure to make note well in advance your EM Leader Mass assignments (noted on the schedule as EM1). If you are unable to fulfill a leader assignment, you must find another EM Leader replacement. All Leaders are also highly encouraged to notify the EM's via email or phone to ensure attendance.

1. **Arrive 20 minutes early.**
2. Sign-in: Ensure **correct** Mass time sign-in sheet is displayed on the sign-in clip board. Sign for the first position, that of EM Lead (plate center aisle). If you are substituting for someone, write his/her name next to yours (right column).
3. See the deacon or priest for the Mass for any instructions or questions.
4. Take a cross for yourself.
5. **Very Important:** Make sure the Offertory gifts and Vessel Tray are appropriately set up for your Mass.
6. Monitor sign-in for your team of EMs. (NOTE: Be aware of extra clergy presiding at each Mass. The courtesy of serving should always go to them first so it is most fitting to hand them your plate and proceed to show them where they should stand.)
7. **Ten Minutes before Mass:** If any positions remain unfilled, recruit available ministers to fill empty spot(s). **Write down name(s) of "no-shows" at the bottom of the sign-in sheet.**

DURING MASS

NOTE: Leaders DO NOT take ANY action once the Mass has begun UNLESS a deacon/priest instructs you to do so. (i.e., please don't try to "fix" anything you forgot to do, the priest/deacon will figure out a solution if there is a problem.)

1. Immediately **after the Our Father and before the priest begins with "Deliver us, Lord, from every evil..."**, walk up to Tabernacle, open doors, kneel and retrieve ciborium. Close doors to Tabernacle. Place ciborium on the altar (towards the center) and return to the first position in the line-up along the organ pipes' wall (see page 1). Quickly glance to make sure all your assigned EMs are lined up along the wall.
2. Immediately **after the "Lord I'm not worthymy soul shall be healed"**, lead the EM line up to the altar (see page 2).
3. After Communion, bring your plate to the main altar (plate ministers will be doing the same). Remain at the altar while the Deacon or Priest transfers any remaining hosts to the covered ciborium.
4. Deacon or Priest will hand you empty plates. At this time, go immediately to circle before tabernacle to bow as the deacon will be right behind you to return ciborium to the tabernacle. Once bowing is done, proceed to sacristy to place plates on table and return to the pews for priest's blessing. Purification and clean-up and/or setup will take place AFTER the Mass dismissal. No one is to stay behind in sacristy.

AFTER MASS

Although your team of EMs are asked to assist, please make sure purification, clean up and set-up for next Mass is completed according to procedures (see pages 5 & 6).



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Notre Dame of Mt. Carmel
CEDAR KNOLLS, NJ



EXTRAORDINARY MINISTERS & LECTORS SIGN-IN SHEET

Date: _____ Mass Time: _____

CROSS BEARER: _____

EXTRAORDINARY MINISTERS

	Please Print Your Name	If substituting for someone, please print his/her name
1. EM LEADER PLATE: main aisle		
2. CUP: facing main aisle		
3. CUP: facing choir risers		
4. PLATE: by cantor podium (<i>also ministers to those unable to walk up to receive</i>).		
5. CUP: ambo side		
6. PLATE: ambo side		
7. PLATE: by artificial tree (Chapel sliding doors)		
8. CUP: by artificial tree (Chapel sliding doors)		

LECTORS

	Please Print Your Name	If substituting for someone, please print his/her name
Lector # 1		
Lector # 2		

*** DID NOT SHOW/DID NOT ARRANGE FOR SUBSTITUTE ***

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