

## GENERAL INFORMATION

### EXTRAORDINARY MINISTERS OF HOLY COMMUNION

#### 1. WEB SITE ADDRESSES:

[www.holynamechurch.org](http://www.holynamechurch.org) Holy Name of Jesus Parish Website  
[www.usccb.org/liturgy](http://www.usccb.org/liturgy): United States Catholic Conference of Bishops

#### 2. MINISTER SCHEDULES:

Available on line at Holy Name Website. Posted on the bulletin board in the Admin area.  
Contact coordinator if you want a printed schedule. Schedules will in the gray metal distribution boxes in the library by the Admin area. Boxes are on the wall behind the door.

#### 3. EM RESPONSIBILITIES:

- a. When you arrive in the gathering area, check off your name on the schedule so the MC will know you are present.
- b. Arrive at least 15 minutes before Mass.
- c. You are invited to pray in the gathering area with the Priest before Mass.
- d. Approach the altar at the Lamb of God. If you are in the back of the church or it takes you a little longer than others to get to the front, leave your pew at the beginning of the first Lamb of God. Others can leave at the end of the first Lamb of God. Try to arrive at the altar steps together. When you are all present, make a reverent bow.
- e. Do not do anything which would disturb the reverence of Mass: ***No Drama!***
  - i. If you drop a host, retrieve it quietly and consume it yourself.
  - ii. If you spill wine, give the cup to the person standing in front of you, put the Purificator over the spill and go to the altar for another Purificator or use the finger towel. Clean the spill after Mass. If you at the back of the church, an extra Purificator and towel are located in the wood cabinet in the church entryway, in a plastic bag marked "For Eucharistic Ministers".
  - iii. If a person attempts intincture (to dip the host into the chalice), cover the chalice with your hand and shake your head to indicate "no"; if they should put the host into the chalice before you can cover it, do not do anything. Inform the priest after Mass.
  - iv. If an EM makes a 'mistake' while serving, it's OK. Speak with that person after Mass.
  - v. If someone stands in the numbered position where you are scheduled to stand, that's a mistake; let it be. Speak with that person after Mass.
  - vi. Return the Chalices to the Credence Table after serving. Put the Chalice and the Purificator cloths on the Credence Table.
  - vii. Dress Appearance: Sunday best. You're serving at Jesus' dinner table.

- f. Ministers who go to the back:
  - i. Follow the Deacon or Minister to the back. Try to walk together.
  - ii. Stand to either side of the Deacon, close enough so the persons from the choir loft can receive the Body of Christ and then depart by the adjacent doorway but far enough away that the line does not back up.
  - iii. After the Deacon finishes the choir loft people he will turn to face the altar; those in the back pews will approach him. Move to the far end of the pews to serve the Chalice.
  - iv. Try to walk together. Suggest one Minister return both Chalices to the Credence Table.
- g. Ministers standing on the choir side: do not block the pianist's view of the Communion line. The pianist ends the hymn when s/he sees the end of the line approaching the Priest/Deacon. Be aware of where you stand.
- h. Precious Blood remaining in a chalice will be consumed at your position. If too much remains to consume yourself, ask one of the other Ministers to help or an Usher if you are in the back.
- i. Empty Chalices and Purificator Cloths will be placed on the Credence Table. Suggestion: for the two Ministers side-by-side up front and the two Ministers coming from the back, one takes both Chalices to the Credence Table (less traffic on the altar).
- j. All vessels will be removed from the credence table and put away in the sacristy after Mass, except between the 8 am & 11 am Masses (instructions are posted in the Sacristy). Please help tidy up and remember that everyone forgets occasionally
- k. If you know when you are not available to serve, notify coordinator.
- l. If you are scheduled and cannot serve, it is your responsibility to find a substitute.
- m. When you are scheduled, arrive early.
- n. Be generous: check the schedule and volunteer if needed.
- o. Be aware of your attitude. Read the article "Can They Do That?"

#### 4. MC RESPONSIBILITIES:

- a. Arrive at least 40 minutes before Mass time.
- b. Set up the Credence Table at the right of the altar and the Gift Table in back of the Church. Instructions for each Mass time are posted on the wall in the Sacristy.
- c. Check to ensure all server positions are present: Deacon, Lector, Altar Servers, Ushers and Music Ministry. If there are no altar servers or no deacon, inform the priest. Light the two altar candles & take to the front and place in candle holders at the altar. Find another EM in the congregation. Designate or ask for a volunteer to serve the body at the back of the church. If there are no lectors, get help from other Ministers to find a lector in the congregation. Inform the Priest of any other ministers not present.

#### 5. MINISTRY COORDINATOR: Eileen Underwood phone @687-6222 email @ [eileen@valp.net](mailto:eileen@valp.net)