

## MINISTRY OF EXTRAORDINARY MINISTERS

An interdependence exists among the ministries engaged in worship. All liturgical ministers, i.e. Extraordinary Ministers, Lectors, Servers, Ushers/Greeters, Presider, Deacons, and Musicians, depend on each other. Each ministry makes an important and essential contribution to our Eucharistic celebration and we appreciate your willingness to serve in this community.

### EXTRAORDINARY MINISTER GUIDELINES

1. Please be attentive to the schedules that are emailed to you via Ministry Scheduler Pro (MSP). You will receive email reminder to submit dates you cannot serve prior to creation of each schedule. Please make sure to enter your dates prior to the deadline noted in the email. MSP takes these dates, along with service preferences, into consideration when creating the schedule.
2. Please remember your responsibility to request a substitute using MSP if you are unable to minister at your scheduled time. Please volunteer for sub requests if you are available. These will also come by email. Please contact the Parish Office if you need assistance (776-5151).
3. When you pick up your cross before Mass, please check in with the Liturgical Coordinators, and place the initials of your cross by your name on the schedule.
4. Pick up a hand sanitizer. Use it after the Sign of Peace before you go up to the altar.
5. Know you are a minister of the church. Prepare yourself before Mass with a moment of quiet prayer. **Come together with the Presider and other ministers five minutes before Mass for prayer in the Gathering Area.**
6. Communicate reverence and dignity at all times in the performance of your duties.
7. Participate fully in all parts of the liturgy at which you are serving. Try not to let your role distract you from worshipping.
8. Develop a devotion to the Eucharistic presence of Christ, not just knowing about the Eucharist.
9. Don't draw attention to yourself by dramatic or hurried movements. Be natural but reverent when walking to and from the altar.
10. Be aware of our handicapped parishioners. Please distribute communion to them prior to moving to your designated position. (Look for communion cards.) **C2 or C3** should assist Father depending on the location of the handicapped parishioner.
11. Respect each communicant's preference regarding the host, receiving it on the hand or tongue.
12. Hold up the host or cup, making eye contact if possible, so that the communicant can see it when responding "Amen" to "Body of Christ" or "Blood of Christ," and allow time for the "Amen" before moving the host or cup forward. **Cup Servers should wipe the lip of the cup and turn the cup after each person.**
13. If a worshipper comes forward who does not partake in the Eucharist, consider placing your hand on their shoulder and saying, "God Bless You."
14. Don't show by face or bodily expression any sign of disappointment if people pass you by. No one is obliged to partake of both species.
15. Remain calm if any mishap occurs: someone accidentally spills wine, drops or coughs up host. Pick-up what remains with a purificator (white cloth used to wipe the cup) and place on the altar, telling the priest. If the consecrated wine spills, please cover the spot with a purificator if the spill is on the floor; if the spill is on a person's clothing, please wipe the spot with the purificator. (An extra purificator is on the altar.)
16. If you run out of hosts or wine, please don't panic. Signal those in your line to wait while you replenish the bread from the altar. If your cup is empty, place it on the tray at the side table. Consume any remaining wine if possible. If too much wine remains for you to consume, please share it with other ministers.

## CROSSES

- BT** Retrieves the consecrated hosts from the tabernacle: open the door, genuflect/profound bow, and take hosts to the altar after the Greeting of Peace. (The Liturgical Coordinator will unlock the tabernacle before Mass.) When the priest indicates, place the hosts back in the tabernacle, genuflect/profound bow, and close the door.
- B** Carries the Processional Cross. The crucifix always faces the people. The jewels on the cross always face the front of the church.
- BC/CI** Distributes hosts next to the priest in the center aisle (BC). In the absence of a Deacon, distribute the cup to the right of the priest (CI) and carry the tray of cups to the altar at the offertory.
- C2** Distributes the cup on the far east side (tabernacle).
- C3** Distributes the cup in front of choir area. (Please stand 8 ft behind the piano bench.) Assists the Liturgical Coordinator in cleaning and putting away the vessels. All cups and bread bowls are rinsed into one cup. Leave that cup for the priest/deacon to consume. The remaining pieces are then washed and dried. (When washing cups, never submerge them in water.) Place on corner shelf in Sacristy and cover with white towel. **REMEMBER:** Corporals should only be washed if dirty. Please do not use fingertip towels to dry the sacred vessels.
- CP** Distributes the cup to the left of the priest. Assists the Liturgical Coordinator in cleaning and putting away the vessels. All cups and bread bowls are rinsed into one cup. Leave that cup for the priest/deacon to consume. The remaining pieces are then washed and dried. (When washing cups, never submerge them in water.) Place on corner shelf in Sacristy and cover with white towel. **REMEMBER:** Corporals should only be washed if dirty. Please do not use fingertip towels to dry the sacred vessels.
- CX** Distributes the cup to the left of the priest (**10:30 ONLY**).
- ALL** Approach the altar immediately after the Sign of Peace: make a profound bow and proceed to your station. Before receiving the hosts and wine, make a simple bow. Upon the completion of your service, return to the pew. (NO BOW is necessary at this time.)

**Extraordinary Minister Trainer:** Larry Brockson 539-6497

### How the Entrance Processional Ends at the Altar

