

February 13, 2017

**ST. PAUL CATHOLIC CHURCH
GUIDELINES FOR 9AM SUNDAY MASS
Extraordinary Ministers of Holy Communion (EM)**

1. SCHEDULING

- The EM Coordinator will send out (via email) and post on St. Paul's website <http://stpaul-florin.org/eucharistic-ministry> the upcoming month's schedule by the end of second week of the preceding month. By the 15th of the month, please inform the Coordinator the date(s) which you are not available to serve in the following month.
- Copies of monthly schedule are available in the Workroom located next to the gift shop.
- If you are unable to serve as scheduled, please arrange for your own substitution.

2. ASSIGNMENTS

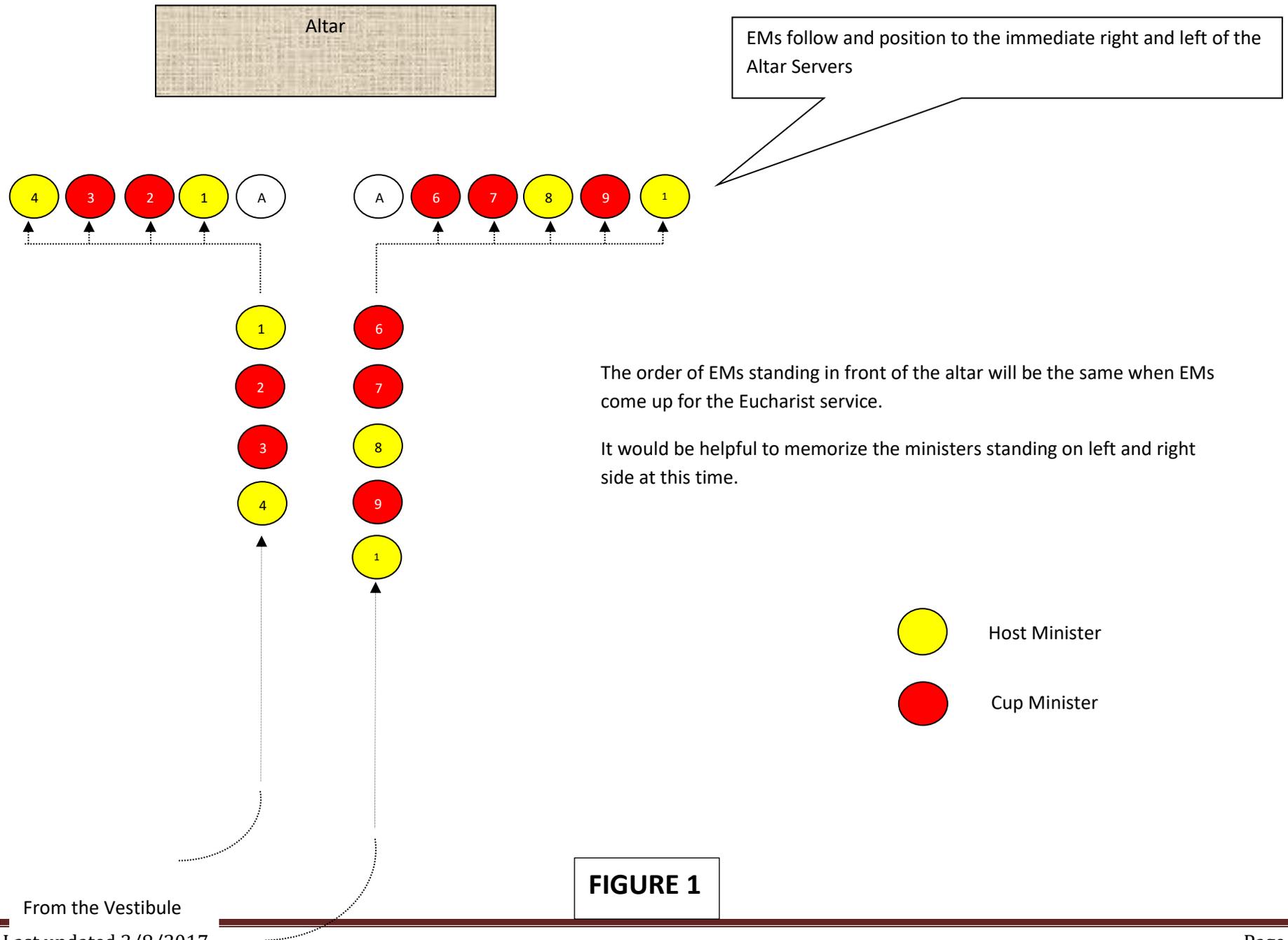
- There are nine EM positions at the 9am Mass. The positions are divided between Host Minister and Cup Minister.
 - Host Minister: #1, #4, #8, #10
 - Cup Minister: #2, #3, #6, #7, #9
- There are some additional activities as follow:
 - Lead Minister prepares the Credence table before mass
 - #1, #2, and #3 Minister will remain after the Mass to clean up the Credence table.
 - #6 Minister to assist the Priest with distributing the Host to the Sick and Homebound Minister.
- The position would be assigned ahead of time in the monthly schedule. You will be rotated through different positions over the time for training purpose. If for some reasons that you can't fulfill the additional (above mentioned) activities in certain position, such as you can't help with cleaning since you have to leave immediately after the Mass, please inform the EM Coordinator.

3. PREPERATIONS BEFORE MASS

- All EMs who are scheduled to serve at the Mass should arrive at least 20 minutes before Mass. Designated Lead EM should arrive at least 25 minutes before Mass to prepare the Credence table.
- Sign in at the Workroom.
- All EMs, lectors and altar servers will gather in the Sacristy about seven minutes prior to the beginning of Mass for prayer with the Priest.
- It is important to participate in the prayer before the Mass. If any minister does not show up in time and attends the prayer, Lead Minister will find replacement.

4. THE PROCESSION

- Mass begins with the procession from the vestibule to the Altar. As the line is formed in the vestibule, Altar Servers are first with the Altar Server carrying the crucifix in front.
- Next will be the EMs, in two rows, with the Minister #1, #2, #3, #4 on the left and Minister #6, #7, #8, #9, #10 on the right. The Lectors follow the EMs, lined up one behind the other, and the last one will carry the Book of Gospels.
- The Priest will follow the Lectors.
 - NOTE: During the procession leave a space of about one pew between each group (Altar Servers, Ministers, and Lectors).*
- The Altar Server who carries the crucifix will come to the bottom of the steps at the center of the Altar, pause briefly, then ascend the steps; and place the crucifix in its stand. The Servers will then proceed to the appropriate chair, face the Altar, and remain standing.
- The remaining Altar Servers continue to the bottom of the Altar steps, align themselves with the left and right legs of the Altar, and leave a space for The Priest between them.
- The EMs follow and position to the immediate right and left of the Altar Servers to form a line with even space between all ministers (see **Figure 1**).
- Lector #2 (carrying the Book of Gospels) will pause briefly at the bottom of the steps, ascends the steps and places the Book of Gospels on the Altar, then proceeds to stand near the Ambo and faces the Altar.
- As The Priest bows, all Servers, Ministers, and Lectors, will bow reverently with him (this is a full from-the-waist bow).
- The Priest will ascend the steps and proceeds to the altar. After the Priest has kissed the altar, Lectors, and Servers will return to their seats. EMs proceed to the seats by following the Mister #4 and #10 walking down the left and right aisles of the altar (see **Figure 2**).
- The Priest then will begin the Mass.



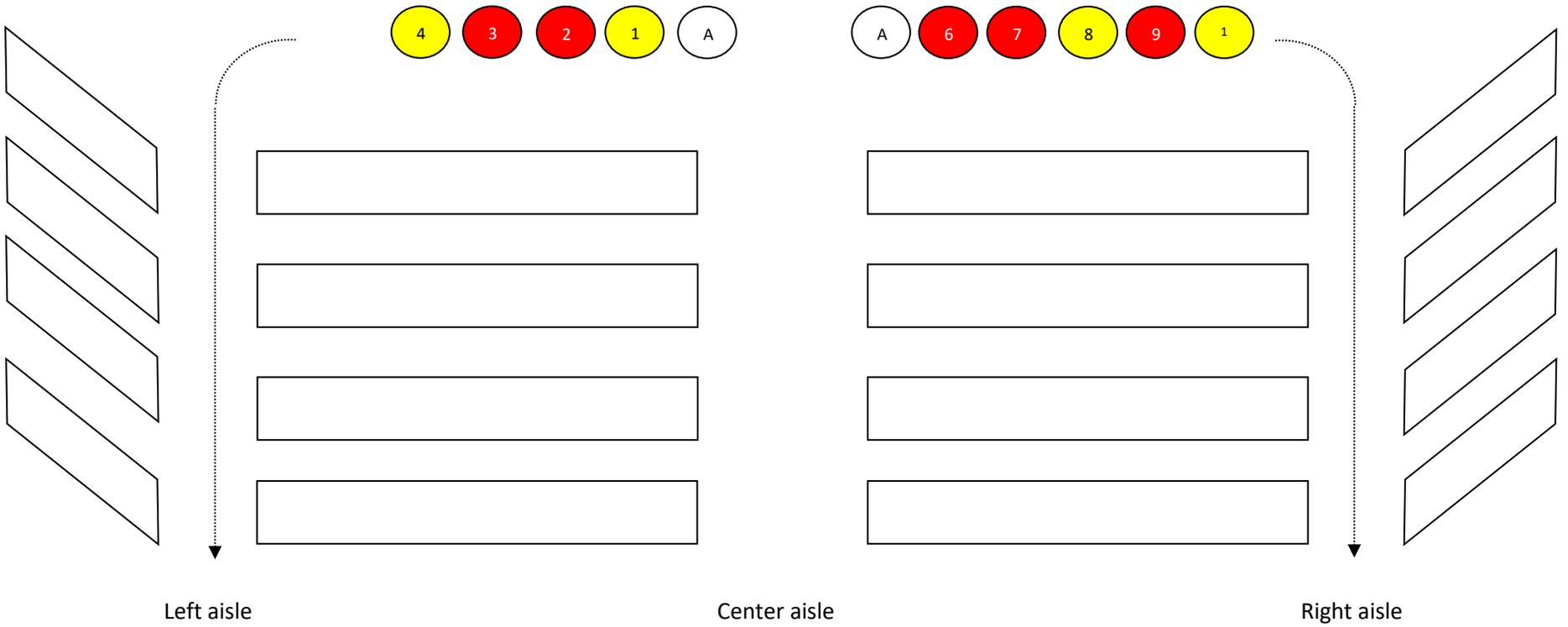


FIGURE 2

5. THE EUCHARIST

- Right after the Greeting of Peace, the assigned ministers should already proceed to the front pew.
- Hand sanitizers and Purificators are placed at both ends of the pew. Minister #2 and #3 will pick up the Purificators placed at the end of the center aisle, and Minister #6, #7, #8 will get them from the end of the right aisle.
- When the Priest says: " **Behold the Lamb of God,**" all ministers step forward in front of the altar.
- Right after the invitation of communion is recited "Lord I am not worthy.....**and I shall be healed,**" the ministers make a short bow together at the word "**healed**" and go up and stand on the either side of the altar (see **Figure 3**).

- All EMs and Altar Servers will receive the Hosts from the Priest. **The Ministers shall bow prior to receiving the Host.**
- The Priest will distribute the Precious Blood to the Cup EMs (who have the Purificator on their arms). **The Cup Ministers shall bow prior to receiving the Precious Blood.** The Cup EMs distribute the Precious Blood to the adjacent Host EMs then return to the previous positions. #6 EM distributes the Precious Blood to the Altar Servers if needed.
- The Priest will then distribute the ciboria to the Host EMs.
- Wait for the Priest to leave the altar before going to your assigned station (see **Figure 4**).
 - *When you are distributing the Host **observe how many people you have to serve and if necessary start fragmenting your Host.** The only appropriate words when distributing communion are "**The Body of Christ**" or "**The Blood of Christ**".*
 - If a person comes to your position for a blessing (arms crossing in front), hold up your hand and say "**God Bless You**". Do not touch them and **do not** make the sign of the cross.
 - **Smile!! Receiving the Body and Blood of Christ is a joyous occasion!**

- After completion of the Eucharist service, EMs return to the standing positions along the back of the altar. The first minister, who returns to the altar, will stand at the far left (choir side) regardless of the assigned position.
- When every EMs has returned ciboria to the altar and/or chalices on the credent table, EMs proceed down the steps to front of the Altar and lineup there and wait for the Priest to bring the remaining Host to the Tabernacle.
- When the Priest genuflects in front of the Tabernacle, all EMs bow. When the Priest returned to the Altar, EMs return to his/her seats (except for #6 EM) by walking down the right aisle (see Figure 5).

6. PROTOCOLS

- If a Host is dropped, pick it up and consume it.
- If the Precious Blood is spilled, cover it with your Purificator, and we will clean it after Mass. Be sure to let The Priest know about the spillage. An appropriate time to notify him would be just after he is done distributing communion.
- If you see another Host minister in danger of running out of Hosts, switch ciboria with them. If you, as a Host minister are running low of Host, glance quickly and unobtrusively at the Altar as a signal to the other ministers that you need more Host. If necessary you may fragment the Host.
- If you have Precious Blood remaining, please check to see if other Cup EMs need it. If so, switch communion cups with them. Do not pour the Precious Blood from one cup to another. If your remaining Precious Blood is not needed by other, please consume the Precious Blood at the Credence table with your back to the people. Leave your cup the Credence table and tuck the Purificator inside your cup.

7. DRESS CODE

- **Men:** Dress shirt & tie or turtle neck, suits, blazer/sport coat, trousers.
 - Optional summer dress code for men for June, July, August, September only.
 - Dress shirt, tie, , blazer/sport coat, trousers
 - Dress shirt, , blazer/sport coat (no tie), trousers
 - Dress shirt, tie, trousers
- **Women:** Dresses, suits, skirts and blouses, pants and blouses

NOTE: It is often very helpful if you come to Mass in appropriate outfit, in case you are called upon to act as a substitute if needed.

Before Communion

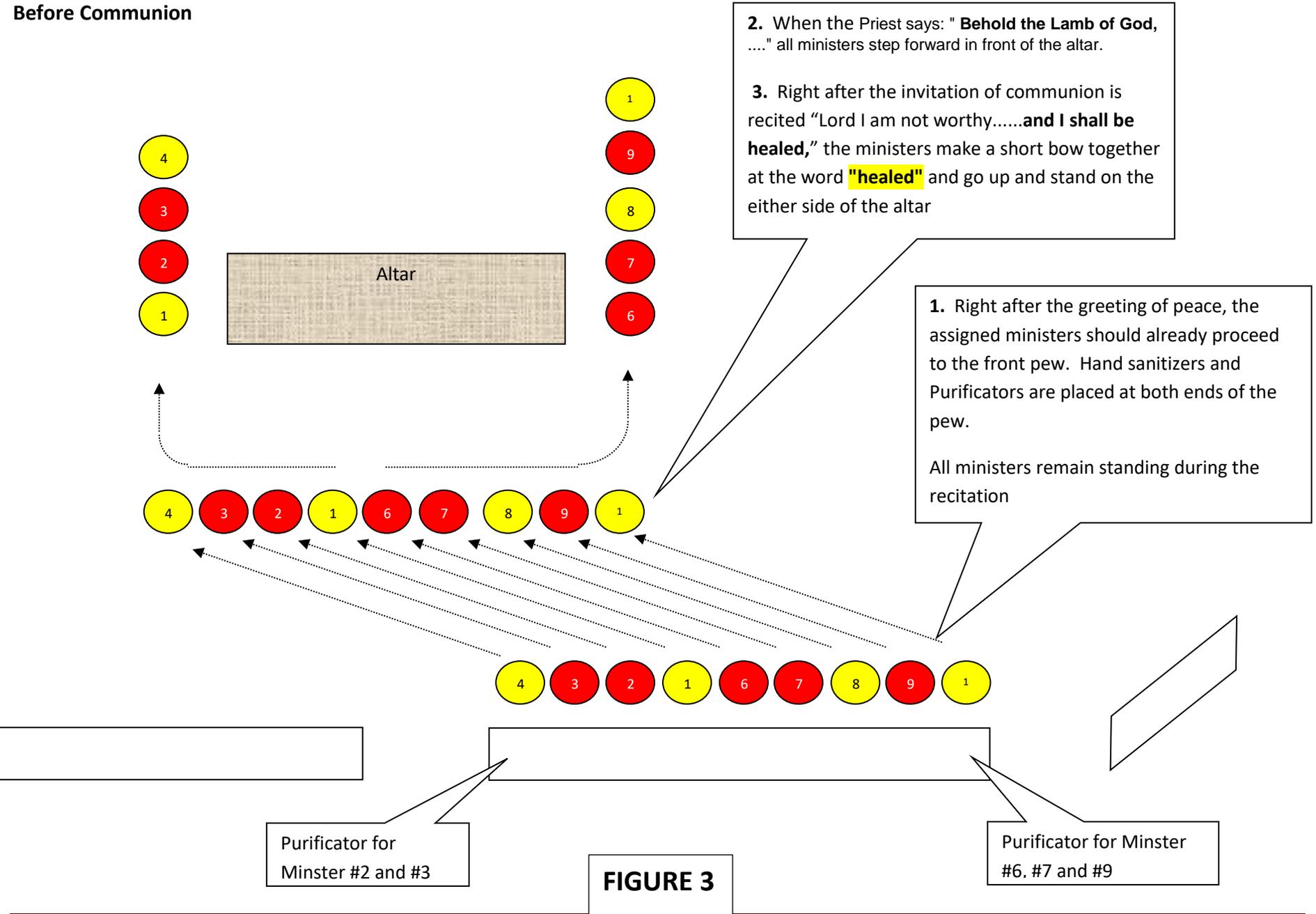


FIGURE 3

Communion Service Stations

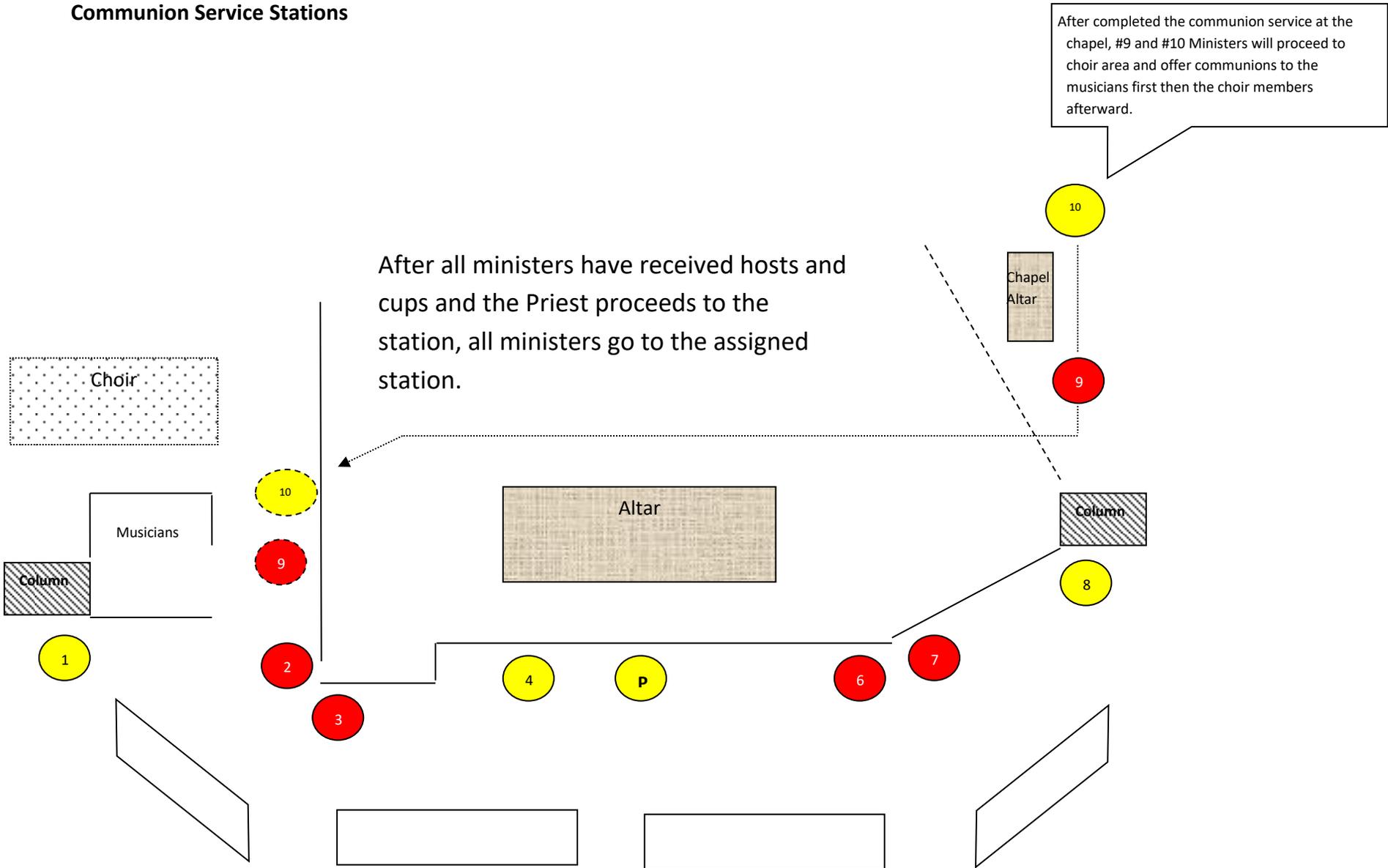


FIGURE 4

After serving Communion

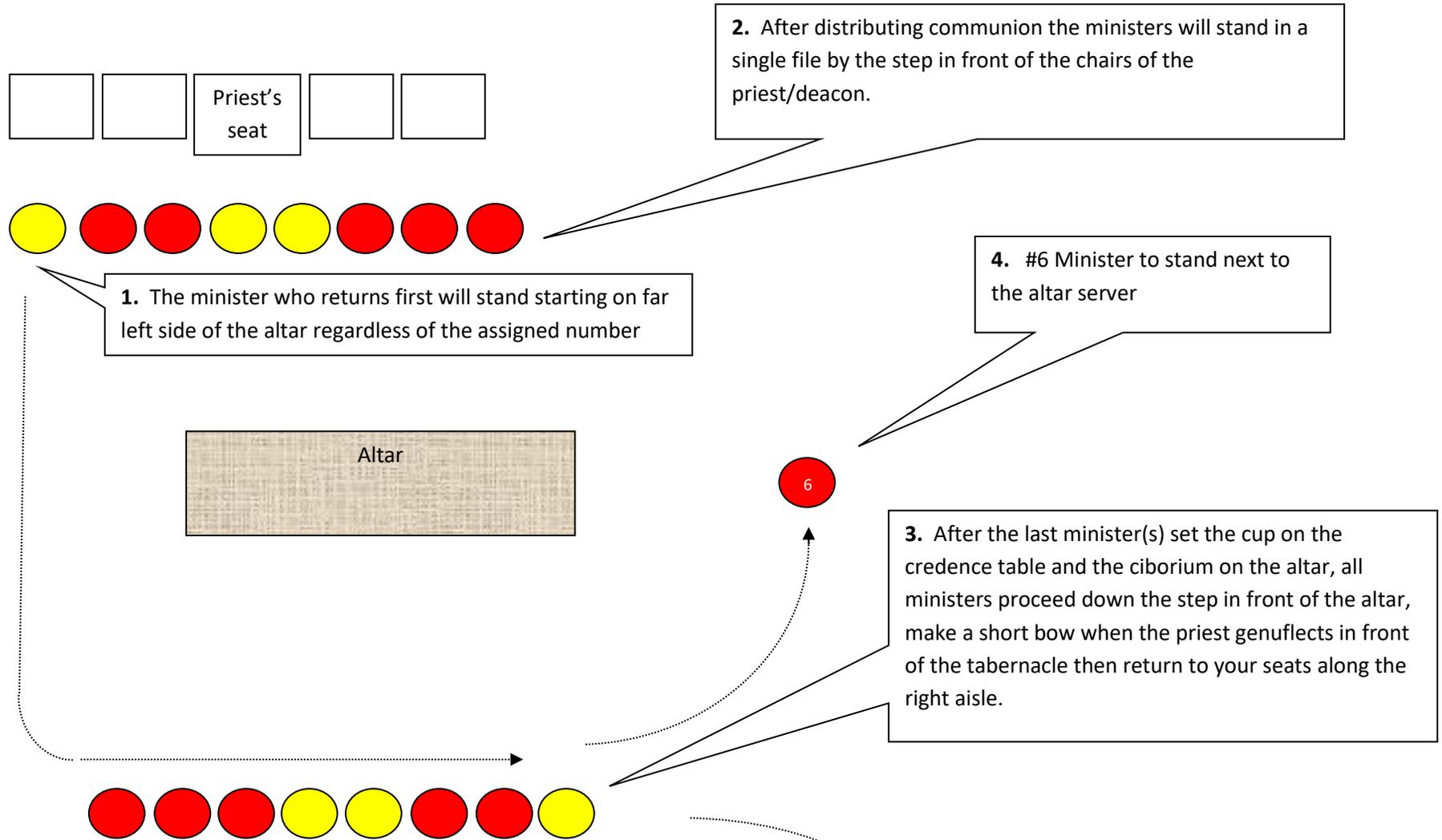


FIGURE 5



All EMs return to the seats through the right aisle