

EXTRAORDINARY MINISTERS PROCEDURES

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.

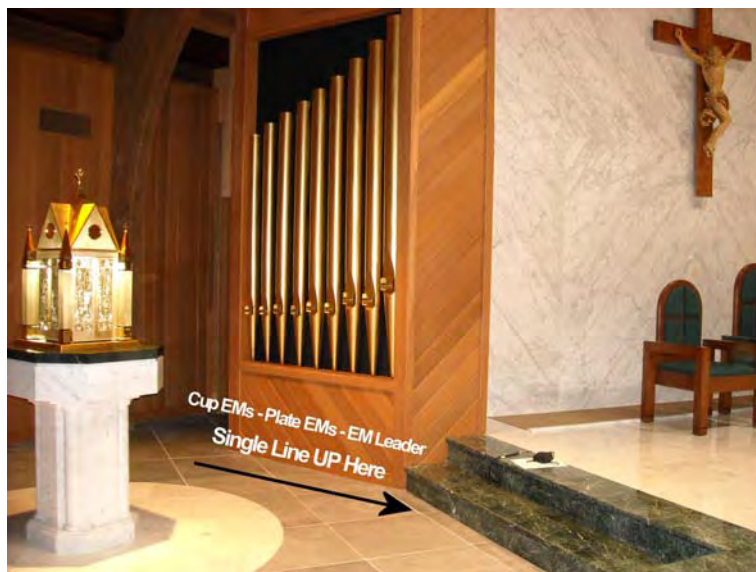
BEFORE MASS

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** 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.

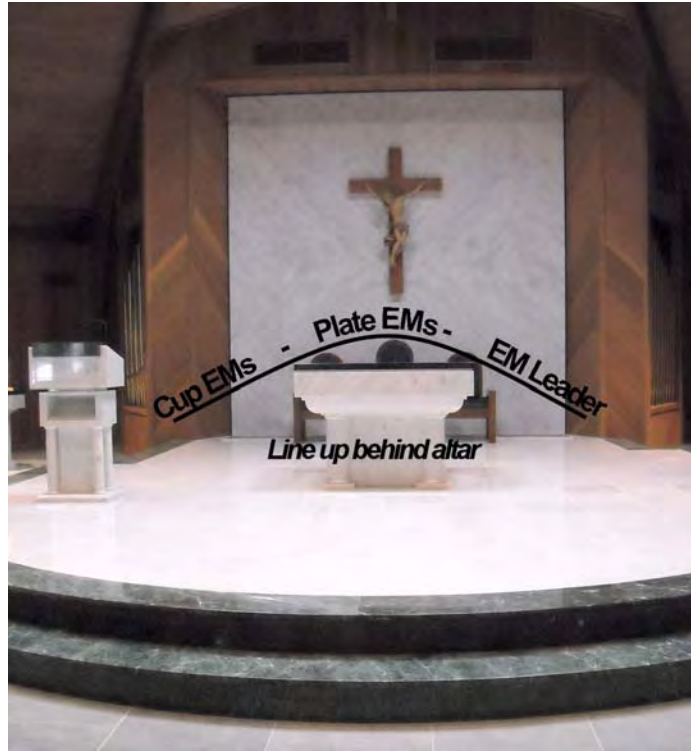
DURING MASS

5. Immediately **after the Our Father and before the sign of peace**, line up (single line) along the wall (plate ministers, followed by cup ministers).



EXTRAORDINARY MINISTERS PROCEDURES

6. **Immediately after priest receives Communion**, all ministers walk **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.
9. Each EM immediately walks down to their station, no longer waiting for others.

You should look into the person's eyes and say clearly "*The Body of Christ*" or "*The Blood of Christ*." 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.

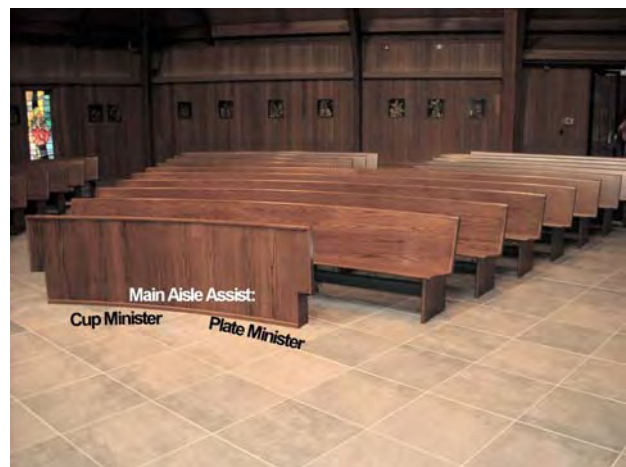
**PLEASE REFER TO PAGES 3 & 4 FOR EM POSITIONS FOR MINISTERING
DURING COMMUNION**

EXTRAORDINARY MINISTERS PROCEDURES

EM POSITIONS FOR MINISTERING DURING COMMUNION

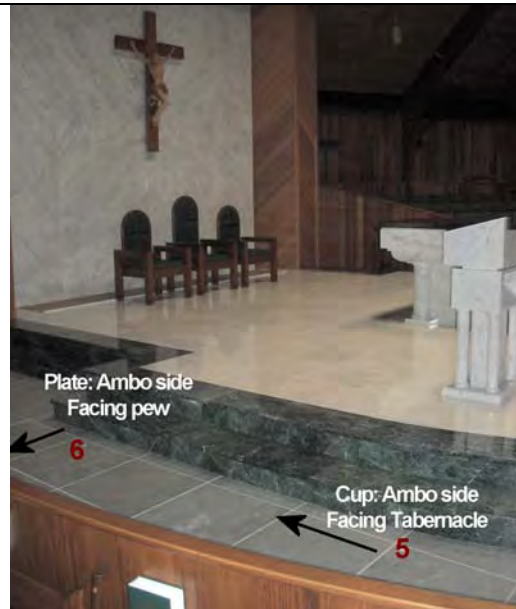


Position 4: When you are done with your station, walk around to minister communion to those who are not able to walk up to receive. The ushers will cue you as to where these parishioners are seated. Then you may return to assist with main aisle as shown below.



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



9th EM goes to Kids' Kingdom (except at 10:30 Mass), then walks over to back "overflow" section (above) and then over to the Chapel, if need be. If needed he/she could help with main aisle overflow by standing at the edge of the front pew.

10. After Communion:

- **Plate Ministers: Bring plate (whether empty or with remaining hosts) to the main altar (NOT the Sacristy!).** Return to your pew.
- **Cup Ministers:** Go to the Sacristy and consume remaining precious blood (EMs should help each other consume precious blood, if needed). Leave cups on the counter and place soiled purificators in designated bin (below refrigerator). Return to your pews as soon as possible. Clean-up takes place AFTER Mass.

EXTRAORDINARY MINISTERS PROCEDURES

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).

*** One EM should collect all EM crosses and return to the Sacristy by the Gift Shop . ****

PURIFICATION OF SACRED VESSELS AFTER HOLY COMMUNION

When materials designated for a sacred purpose have completed their service, we honor them even in their disposal. By returning our sacred substances to the earth beneath the church building, we honor them, the ground over which we worship, and the God who created them and consecrated them to nourish our faith.

There is a Sacarium available in our Sacristy; this “double sink” bypasses the sewer and runs straight into the earth, providing for proper disposal of sacred substances.

- 1. Use purificator to clean each plate onto the Chalice.**
- 2. Pour a bit of bottled water into each of the cups, swirl and pour contents into Chalice.**
- 3. Consume the water with any sacred remains that may have been poured onto the chalice from the other vessels.**
- 4. Rinse all vessels in the right hand sink and then place in the left hand sink. Then the vessels are ready 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.*

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



EXTRAORDINARY MINISTERS PROCEDURES

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:

- † **Pitcher of wine (wine is found in the refrigerator).**
- † **Big plate with small hosts and one large host on top.**
- † **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**
- † **6 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

SET UP FOR NEXT MASS – JULY 1 THRU LABOR DAY WEEKEND

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

7. Prepare gifts to be brought to the altar:

- † **Pitcher of wine (wine is found in the refrigerator).**
- † **Big plate with small hosts and one large host on top.**
- † **Place gifts at the table located just past the front doors leading into the church (pitcher handle should face the altar).**



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

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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).
- **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 . If you are unable to find a pyx for use, see a priest or a deacon. Please remember to return the pyx to the next time you come to church.



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 Terry Wisolmerski or email at twisol@optimum.net for detailed information on being trained to visit the sick.

EXTRAORDINARY MINISTERS PROCEDURES

** 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.

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. Take a cross for yourself.
4. **Very Important:** Make sure the Offertory gifts and Vessel Tray are appropriately set up for your Mass.
5. Monitor sign-in for your team of EMs.
6. **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

7. Immediately **after the Our Father**, walk up to Tabernacle, bow and retrieve ciborium. Close doors to Tabernacle. Place ciborium on the altar 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.
8. Immediately after Priest receives Communion, lead the EM line up to the altar (see page 2).
9. After you receive Communion, take your plate and EM Leader position 1 (page 3). *(Note that ministering to those unable to walk up to receive communion will now be done by minister in position 4).*
10. 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.
11. Deacon or Priest will hand you empty plates which you are to return to the vessel Sacristy (deacon returns ciborium to the tabernacle).
12. Return to your pew.

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 Church
CEDAR KNOLLS



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 side of Tabernacle		
8. CUP: wooden beam, to the left of Tabernacle		
9. PLATE: by back "overflow" section of the church		

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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