

Extraordinary Ministers of the Holy Eucharist Summary of New Procedures and Reminders REVISED: 22 September 2017

NEW PROCEDURES

1. Deacons are now assigned as Ministers of the Cup. Station 7C will usually be covered by a Deacon. If more than one Deacon is present at a Mass, the Extraordinary Minister of the Cup assigned to Station 8C should be prepared to relinquish his/her position to the second Deacon.
2. At the 10:30am Mass (as well as at any Mass at which the choir sings), Stations 3 and 5 should both serve the choir before going to their stations to serve the rest of the congregation. This return to the protocol previously followed, authorized by Deacon Pete on 22 September, will ensure that the choir can begin the Communion Hymn as soon as possible.
3. All Ministers should email Terri Sinatra monthly with their availability to serve Communion, even if they won't be available for the month in question. Ministers should note their preferred Mass time(s).

VOLUNTEERS NEEDED

1. Anyone interested in joining the Ministers to the Homebound and/or Fellowship Village are encouraged to contact Deacon Pete for more information.
2. There is an immediate need for Extraordinary Ministers to serve at Sunrise at 11:30am on Thursdays. Volunteers are scheduled once each month. Deacon Pete will train volunteers who will then be assigned to shadow an experienced Minister until he/she is comfortable with the process.
3. Recommendations for new Ministers are welcome. Please contact Deacon Pete with nominations. Please do NOT tell prospective candidates that their names



have been submitted. Deacon Pete should be the first person to contact them since their acceptance is subject to approval by Monsignor Cronin.

REMINDERS

1. The monthly service schedule is made available on the parish website as soon as possible after completion. Ministers who forget or are not sure of their assignments should view the schedule online instead of emailing Terri Sinatra, who does not regularly check her Eucharistic Ministry email account.
2. There is a link to Policies and Procedures for the Extraordinary Ministers of the Holy Eucharist on the parish website below the monthly service schedule.
Ministers who are not sure of their duties or the protocol for handling any given situation are encouraged to access this document and review the contents before contacting Deacon Pete or waiting until the annual Rededication Meeting to identify an issue or ask for clarification.
3. Ministers are expected to be familiar with the Station Map of distribution positions and the requirements of each. **Stations 5, 6, 11 and 12 should be aware of their secondary service position as outlined on the Station Map.**
4. Stations 11 and 12 should give Communion to the people seated in the first row of chairs, even if they are ambulatory, to prevent traffic jams. Once the first rows have been served, the Ministers should return to positions and resume serving Communion to the other people in the chairs and to the infirm as directed by the ushers.
5. After serving the people in the rear of the Church, Station 12 should go directly to assist Station 3, standing hip to pew opposite Station 3 so there is clear access to Station 9 (Cup) and to the pews. Station 11 should go directly to assist Station 5.
6. After serving the rear rows, Stations 5 and 11 should turn and serve people in the pews behind them to help minimize the congestion near the altar. After everyone has been served, if there is still activity in the front near the altar, Stations 5 and 11 should wait in the aisle near the choir/organ until a path is clear to return to the Credence Table.

7. After serving, Station 6 should proceed to the pew opposite Station 4 (asterisk on the Station Map), hip to pew, and assist Station 4.
8. If a Minister must turn away communicants or break Hosts because he/she has run out of Hosts or Precious Blood, he/she should report this to Deacon Pete either in person or by email/phone as soon as possible, noting the time of the Mass and the station. (Deacons will be reminded to fill Cup #10 with more wine than the other Cups, especially at the 9:00am and 10:30am Sunday Masses, to help insure that everyone who wishes to receive the Precious Blood may do so.)
9. Ministers of the Cup must be sure to wipe the edge of the Cup (inside and out by folding the Purificator over the lip of the Cup) and rotate it before serving each Communicant.
10. When blessing young children who have not received their First Holy Communion, Ministers should transfer the dish to the hand used to distribute the Host (usually the right hand) and extend the other hand (usually the left hand) **over** the child's head and say, "God bless you" before reversing the process and continuing to distribute Communion. **Do not touch anyone's head and do not use the same hand that touches the Host to pray over anyone.**

SEE POLICIES AND PROCEDURES 2017 FOR ADDITIONAL INFORMATION.

If you have any questions, please contact Deacon Pete.