

St. Joseph Parish

Guidelines for Extraordinary Ministers of the Eucharist

2020/2021

EME SCHEDULING PROCESS

Schedules are created using Ministry Scheduler Pro (MSP). Four to five weeks in advance of the next EME schedule period, Gail Assenmacher will send an email requesting you to enter your blackout dates (dates of unavailability) in Ministry Scheduler Pro. A link will be provided in the email. She will then create the schedule and notify you by email to view your scheduled EME service times in the software. *Please take the time to mark your calendar right away.* Email reminders will be sent prior to the weekend you are scheduled to serve. For those who do not have computer access, Gail will work with you individually to help you get scheduled. If you have any *scheduling* questions, you may call Gail at 734-426-8483 or email her at gail_assenmacher@clients.rotundasoftware.com.

ABSENCE/ RESPONSIBILITY FOR SUBSTITUTES

If any schedule conflicts arise, use the Ministry Scheduler Pro software to request a substitute. This is the easiest and fastest way to get a substitute. For those without a computer, request a substitute by calling Gail at 734-426-8483.

EME SCHEDULE ACCESS

EME schedules can be accessed on [Ministry Scheduler Pro](#) which includes the most recent changes. For those who do not have computer access, hard copies are available in manila folders on the counter in the Ministry room. On the schedule, B denotes Body Ministers and C (cup) denotes Blood Ministers. There are 5 Body Ministers (the priest and 4 Lay Body Ministers). There are 9 Blood Ministers.

NOTICE:

- For each deacon on the Altar, one less Blood Minister is required.
- For each extra priest on the Altar, one less Body Minister is required.
- A deacon wears an Alb with a stole that crosses his chest and falls on the other side to his hip. A priest wears an Alb with his stole around his neck and falls over both shoulders and down in front.

ARRIVAL:

Please arrive at least 15 minutes before Mass. Go to the Ministers' Room to check your name off to indicate you are present. This is essential for the Mass Captains. If you are subbing for someone, cross off their name, write in your name, and check it off.

APPEARANCE

All liturgical ministers are asked to show reverence for the celebration of Mass by their attire and by the manner in which they approach the Eucharist. Please dress appropriately when serving as an EME. Think "clean, neat and *modest*", even when you are not assigned to serve as an EME. You never know when you may be needed to substitute.

APPROACHING THE ALTAR (See Map #1)

- Approach the Altar **before** the priest enters the Eucharistic Chapel. As a rule of thumb, greet 2-3 people during the sign of peace, then head up to the Bema. The objective is to be on the Bema before the priest returns to the Altar from the Tabernacle with the Ciborium.

APPROACHING THE ALTAR (See Map #1) (continued)

- **Body Ministers:** Line up on the Choir Side of the Bema and *directly across from the first four Blood ministers* between the servers and the Ambo. All Body Ministers should be to the **rear** of the Ambo.
- If you realize there are too many ministers on the Bema, remain there, receive the Eucharist, and then return to your seat when the EMEs take their stations.

ADMINISTERING THE EUCHARIST TO THE EME'S AND SERVERS (See Map #1)

- The priest administers the Body and Blood of Christ to C1, C2 and C3 Blood Ministers (standing closest to presider's chair) and then gives each of them a cup and purificator. *Remember to wipe the rim of the cup inside and outside after personally receiving the Precious Blood.*
- Next, the priest gives the Body of Christ to the rest of the Blood Ministers while C3 Blood Minister follows him to administer the Blood of Christ to them. C3 Blood Minister remains at the front of the Bema (nearest the congregation) after administering the Blood of Christ to the Blood Ministers.
- C2 follows the priest to serve the Blood of Christ to the musicians & Body Ministers.
- C1 – *after* the priest serves the last Altar Server, C1 will serve the Altar Servers and B1 & B2.
- After serving, C1 and C2 will stand between the Altar Servers and Body Ministers to wait for the priest's signal to take their stations.

Note: Sometimes Fr. B will deviate from these plans, so just follow his directions.

TAKING OUR STATIONS (See Map #2)

Blood Ministers – Think “turn around” or “single file”

- Three nearest the presider's chair – **Turn around** and take the 3 stations marked with a C on the Eucharistic Chapel side.
- Four nearest the Steps – Walk **single file** to the four stations marked with a C near the center aisle; the first two go to the choir side of the center aisle and the next two go to the Eucharistic Chapel side of the center aisle.
- Two between the Altar Servers and Body Ministers - Walk “single file” down the steps next to the Ambo to take the two stations marked with a C on the Choir side.

Body Ministers – Think “cross” or “single file”

- Two nearest the Altar Servers (B1&B2) - **Cross** the Bema. B1 goes to the station marked with a B nearest the Eucharistic chapel; B2 takes the station with the B to the right of Fr. Brendan.
- Two nearest the Ambo – Walk **single file** past the Ambo down the steps to the two stations marked with a B (choir side). **Important:** Stand on the B to allow for any choir members to walk behind you to return safely to the choir area.

ADMINISTERING THE EUCHARIST

- Say only “The Body of Christ” or “The Blood of Christ”...no more, no less.
- Use your purificator to wipe the rim of the cup inside and outside after each person has received the Precious Blood. Rotate the cup a quarter turn for the next person.
- It is appropriate for communicants to bow before the Precious Blood when not receiving, as well as when receiving. Be aware that some people may actually approach the Blood Minister, accept the cup, bow and then return the cup without consuming.

ADMINISTERING THE EUCHARIST (continued)

- **Bless the children or adults** who come forward with their arms crossed over their chests. When blessing them, place your hand on their head or shoulder and say: “May God bless you” or “May God bless you with His peace.”
- If your cup becomes empty before everyone has received, return to the Credence Table and place your cup and purificator on the Credence Table. Please do not place the purificators in the cup.
- If you get low on Eucharist you may need to get additional Eucharist from another Eucharistic Minister. The need to break the consecrated hosts is almost never needed, *but should be done as a last resort*.
- If you drop the Eucharist or if a parishioner drops it, pick it up reverently and place it in your hand holding the bowl. Please consume it when you are finished distributing the Eucharist.
- If the Blood of Christ is spilled, place the purificator on it. (Another purificator is on the Altar for continuing to administer the Blood of Christ). After mass, please wipe the floor and then rinse the purificator over the Sacramentarium.

ASSISTING CHOIR SIDE EME’S & IMMOBILE PARISHIONERS (See Map #3)

Generally, Father Brendan and the Ministers on the Eucharistic Chapel side finish serving communion before the Ministers on the choir side.

- Assist the choir side Body Ministers by positioning yourself next to the front row pews (see the “B” on the floor), and administering the Eucharist to the remaining people in line.
- Assist the choir side Blood Ministers by taking a vacated Blood Minister’s position or stand behind a Blood Minister who is serving, in anticipation of them emptying their cup. (Those closest to the Eucharistic Chapel should cross the Bema to the choir side. The others can assist near the main aisle)
- When requested by a Mass Captain or Fr Brendan to bring Eucharist to an immobile parishioner, follow the Mass Captain to their seat and serve the parishioner the Eucharist. Return to assist other Eucharistic Ministers on the choir side, as needed.

AFTER ALL HAVE RECEIVED THE EUCHARIST

- Body Ministers return to the Altar and stand parallel to the side of the altar shoulder to shoulder with bowls in hand, i.e., don’t put your bowl on the altar. Wait for the priest to take your bowl, consolidate the Eucharist and return the empty bowl. Take the bowl, and anything else he hands to you, to the Credence table.
- Blood Ministers go directly to the Credence Table. (It is preferred that you walk around the perimeter of the Bema to the Credence Table rather than cross the Bema.) Consume any remaining Blood of Christ in the cup and then place the purificator and cup on the Credence Table. Please do not place the purificator inside the cup. If you are not yet 21 years old, ask one of the other ministers to consume the Blood of Christ remaining in your cup.
- In addition to the bowls, the priest’s chalice and purificator should be taken to the Credence Table. Return to the Altar, if necessary, to ensure these items are taken to the Credence Table.

AFTER ALL HAVE RECEIVED THE EUCHARIST (continued)

- After taking the vessels to the Credence table, ministers should step down off the Bema to eliminate the congestion around the Credence Table. This provides a clear path for remaining EME's to return vessels and for Fr. Brendan to approach the Tabernacle. This will also allow the ministers to see Fr. Brendan genuflect and close the Tabernacle door, signaling the ministers to return to their seats.
- You are encouraged to take this time for a personal prayer of thanksgiving for the gift of the Eucharist and to maintain a demeanor of reverence. Greeting or chatting with the other EME's is discouraged. When returning to your seats, please fold your hands in a prayerful position, again reflecting a sincere reverence of the Eucharist.
- Also, according to GIRM 274 (General Instruction of the Roman Missal), ministers do not genuflect or bow to the tabernacle DURING Mass.

AFTER MASS

After the final song is completely finished proceed to the Credence Table to purify vessels at the table (not in the Sacristy). Both Body and Blood Ministers are responsible to wash and dry the vessels after purification. There should be at least 6 ministers to complete this task. Cupboards are clearly marked where each vessel is to be stored.

5pm and 11am EMEs will put the vessels away in the cupboards. **9am EMEs** will place the vessels on the "island" counter. This is also true between back to back holiday Masses.

GUIDELINES FOR PURIFYING THE BOWLS AND CUPS

The important reason for purifying the vessels is to ensure that any remaining Blood of Christ and particles of the Body of Christ are consumed prior to washing the cups and bowls. Any vessels that contained the Body or Blood of Christ must be purified. The large crystal bowl and large crystal pitcher do not need to be purified.

- Sweep with a purificator all fragments from one small bowl to another. Pour some water into the last small bowl. Rotate the bowl so as to capture any remaining particles in the water. Pour the water into one of the cups and then consume. Purification of the bowls is now complete.
- Pour water into a cup. Rotate the water around in the cup then transfer the same water from one cup to another, and then when you get to the last glass consume the liquid. Purification of the cups is now complete.

TABERNACLE KEY

- Hang the Tabernacle key inside the cupboard closest to the refrigerator.

QUESTIONS

Questions about serving as an EME may be directed to Maggie Hansma at (734) 426-4372 (maggaloots@aol.com) or Denise Muir at (810) 231-3560 (dsmuir@chartermi.net)