

**St. Joseph Parish**  
**Guidelines for Extraordinary Ministers of the Eucharist**  
**Covid-19 Protocol**  
**2021/2022**

**COVID-19 GENERAL EME MODIFICATIONS**

- Fr. Brendan and one deacon will serve the Body of Christ at Mass.
- A small table is located at the rear of the Bema for hand sanitizing and disposable masks.
- Credence table has been relocated to its original location.
- Masks are to be worn while distributing Communion.
- Parishioners have been encouraged to receive the Body of Christ in the hand. However, do not deny anyone who chooses to receive on the tongue.
- Communicants with masks will remove them prior to receiving Communion.
- Fr. Brendan, only, will serve immobile parishioners.

**EME SCHEDULING PROCESS**

- Scheduling will be on a weekly rolling basis, rather than the “normal” process of obtaining schedule blackout dates and scheduling in multiple-week blocks.
- Use [Ministry Scheduler Pro](#) (MSP) at will to schedule yourself for any open EME positions at any open upcoming weekend Masses.
- Open the Wednesday St. Joseph Weekly Update email (Connecting with the Carpenter) and scroll to Ministry Schedules to identify any open EME positions for the upcoming weekend Masses. Click on MSP link to schedule yourself.
- Respond to any “New Sub Request” emails from Gail Assenmacher by clicking on the “volunteer now” link to Ministry Scheduler Pro.
- Respond to weekly Thursday emails from Gail Assenmacher identifying open EME positions for the upcoming weekend Mass.
- Email reminders will be sent prior to the weekend you are scheduled to serve.
- For those who do not have computer access or if you have any scheduling questions, contact Gail at 734-426-8483 or [gail\\_assenmacher@clients.rotundasoftware.com](mailto: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 without a computer, contact Gail at 734-426-8483.

## 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

- Approach the Altar **before** the deacon enters the Eucharistic Chapel. The objective is to be on the Bema before the deacon returns to the Altar from the Tabernacle with the Ciborium.
- Stand on the spots designated with duct tape on the Bema.
- Music Minister will stand at the rear of the Bema.

## ADMINISTERING THE EUCHARIST TO THE EME'S

- Receive the Body of Christ by first lowering your mask. Then receive in your hand and consume the Body of Christ. Return the mask to your face.
- Sanitize your hands at the small table after all EMEs have received Communion
- Return to your position to receive your bowl and Fr. Brendan's signal to take your stations.

## TAKING OUR STATIONS

- The two EMEs closest to the rear will cross the Bema and take the stations next to the Eucharistic Chapel and to the right of Fr. Brendan, respectively.
- The third EME will walk down the stairs and take the station closest to the choir. The Deacon will take the station to your right.

## ADMINISTERING THE EUCHARIST

- Say only "The Body of Christ" ...no more, no less.
- Carefully place the Body of Christ on the communicant's palm or tongue.
- **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 you or the communicant drops the Eucharist, pick it up reverently and place it in your hand holding the bowl. When returning your bowl, place the Consecrated Host on the Corporal (white cloth) on the altar." (The priest or deacon will take care of it later.)

### **AFTER ALL HAVE RECEIVED THE EUCHARIST**

- Return directly to your location on the Bema designated by tape while continuing to hold your bowl. ***Do not place the bowl on the Altar.***
- The deacon or Fr. Brendan will take your bowl, consolidate the Body of Christ, and return it to you.
- Return to the Credence Table with your empty bowl and any other items (e.g., chalice, purificator) Fr. Brendan gives you.
- Be attentive to any additional assistance Fr. Brendan may need in clearing the Altar.
- Stand reverently on the steps adjacent to the Credence Table until the Eucharist is returned to the Tabernacle. After the deacon/Fr. Brendan genuflects, return to your seats.

### **AFTER MASS**

- After the final song is finished, proceed to the Credence Table to purify vessels. Take purified vessels to the Sacristy to wash and dry. 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.

### **PURIFYING THE VESSELS**

- 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 chalice and bowls. Any vessels that contained the Body or Blood of Christ must be purified (Chalice, Crystal Platter, and Bowls).
- Sweep with a purificator all fragments from one small bowl to another. Pour some water into the last small bowl. Rotate the bowl to capture any remaining particles in the water. Pour the water into the chalice and then consume. Purification of the bowls and the chalice is now complete.
- Take the Crystal Platter to the Sacramentum in the Sacristy. Use the Purificator to brush the fragments from the platter and then rinse the Sacramentum completely.

### **TABERNACLE KEY**

- Hang the Tabernacle key inside the cupboard closest to the refrigerator. (5pm and 11am Masses only)

### **QUESTIONS**

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