

St. Joseph Parish
Guidelines for Extraordinary Ministers of the Eucharist
2022-23

EME SCHEDULING PROCESS

- An email from Gail Assenmacher will be sent to all Liturgical Ministers with a link to Ministry Scheduler Pro (MSP), and instructions on how to login and designate blackout dates for which you are unavailable to serve. This email will be sent out one month in advance of the next ministry schedule.
- EME schedules will be provided by an email sent by Gail Assenmacher. The body of the email will contain your specifically scheduled ministry dates and times. There will also be a link to Ministry Scheduler Pro so that you can view all weekly schedules and access all other functions of the program. ***Please take the time to mark your calendar immediately upon receipt of this email.*** If you identify a calendar conflict, please use the MSP functionality for obtaining a substitute (described below).
- Email reminders will be sent out on Thursday afternoon 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@stjos.com.

ABSENCE/ RESPONSIBILITY FOR SUBSTITUTES

- ***If any schedule conflicts arise, use the [Ministry Scheduler Pro](#) software on your phone or access St. Joseph home page 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.
- Respond to any “New Sub Request” emails from Gail Assenmacher by clicking on the “volunteer now” link to Ministry Scheduler Pro.

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.
- EME schedules can be accessed in several ways:
- *Email* - Click on the MSP link in the schedule email sent by Gail Assenmacher when the schedule is created.
- *Phone App* - Download the MSP app on your phone, then use the app to login.
- *St. Joseph Website* – Access the St. Joseph website (www.stjos.com) and click on black ‘Ministry Schedule’ button located at the bottom of the St. Joseph website home page.
- *St Joseph Weekly Update Email* – Scroll to “Ministry Schedules” and click on the MSP link.

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.

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APPEARANCE

- All ministers of Holy Communion should show the greatest reverence for the Eucharist by their demeanor, their attire, and the manner in which they handle the Body and Blood of Christ.

APPROACHING THE ALTAR (See Map #1)

On the maps and floor markings, **B** denotes Body Ministers and **C** (cup) denotes Blood Ministers. By default, there are 5 Body Ministers (the priest plus 4 Lay Body Ministers). There are 5 Blood Ministers. However,

- For each deacon on the Altar there will be one less Blood Minister required. The deacon will fulfill the role of C3 in the maps. If there is a second deacon, adapt your role to the actions taken by him, as it may vary from deacon to deacon.
- For each extra priest on the Altar there will be one less Body Minister required. Be watchful of the position assumed by the second priest and adapt accordingly.

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.

- Approach the Altar **before** the priest enters the Eucharistic Chapel. As a rule of thumb, greet your family or mass companion during the sign of peace, then walk promptly to the Bema. The objective is to be on the Bema before the “Lamb of God.”
- **Blood Ministers:** C1 will stand on the ‘X’ directly adjacent to the arm of the Presider’s chair. Remaining Blood ministers will stand shoulder-to-shoulder between the Presider’s chair and the Altar.
- **Body Ministers:** B1 will stand on the ‘X’ directly across from C1. Remaining Body ministers will stand shoulder-to-shoulder directly across from the first four Blood Ministers. As a guide, the Ambo should be directly behind the forward-most Body Minister.
- One or two Music Ministers will stand, shoulder-to-shoulder, next to the forward-most Body Minister.
- 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 of Christ to ALL the Blood Ministers. Then the priest administers the Blood of Christ to C3, C2, and C1 while giving each of them a cup and purificator. ***Remember to wipe the rim of the cup inside and outside after personally receiving the Precious Blood.***
- C3 Blood Minister serves the Blood of Christ to the remaining two Blood Ministers and stands at the front of the Bema (nearest the congregation).
- Next the priest administers the Body of Christ to the Musician(s), Body Ministers, and Servers.
- C2 follows the priest to serve the Blood of Christ to the Musician(s), Body Ministers & Servers not yet served by C1.
- After the priest is finished serving the Body of Christ to ALL, C1 serves the Blood of Christ to the Servers & Body Ministers not yet served by C2.

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

- After serving, C1 and C2 converge and stand near the steps at the rear of the Ambo, allowing adequate space for the Body Ministers to walk to the hand sanitizer station.
- Immediately after receiving the Blood of Christ, the Body Minister nearest the Ambo walks *behind* the Body Ministers to the small table at the rear of the Bema to hand sanitize. He/she returns to position, walking in *front* of the other Body Ministers. After receiving the Blood of Christ, the remaining Body Ministers, will sequentially follow behind the first Body Minister, in single file to hand sanitize and return to their positions. HINT: the movement to sanitize hands will be in a counter-clockwise oval-shaped direction.
- Fr. B will sanitize his hands and then distribute the Body of Christ bowls to the Body Ministers.
- Fr. B will give the signal to move off the Bema to take positions for serving the congregation.

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”*

- The two nearest the Presider’s Chair **turn around** and take the two stations marked with a C on the Eucharistic Chapel side.
- C3, the one nearest the steps, walks **single file** to the C located to the left of Fr. Brendan.
- The two at the Rear of the Bema (C1 & C2) - C2 walks down the stairs next to the Ambo and stands at the C near the cantor stand. C1 follows the two front Body Ministers to the C near the center aisle.
- All cup ministers should face their corresponding Body Minister.

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

- The two at the rear of the Bema (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.
- The two at the front of the Bema – Walk **single file** past the Ambo down the steps to the two stations marked with a B (choir side).
- **Important:** Stand on or in front of 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. Be sure to use a clean area of the purificator for every wipe.
- 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 approach the Blood Minister, accept the cup, bow, and then return the cup without consuming.
- ***Bless the children or adults*** who come forward with their arms crossed over their chests. Place your hand over their head or shoulder and offer a blessing. For example, “May God bless you.”

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ADMINISTERING THE EUCHARIST, Continued

- 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. NOTE: It may be necessary, while communion is still being administered, to walk on the Bema to avoid communicants.
- If you get low on Eucharist, you may need to get additional Eucharist from another Eucharistic Minister. The need to break the 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. Alternatively, place the Consecrated Host on the Corporal (white cloth) on the Altar for the priest or deacon to consume later.
- If the Blood of Christ is spilled, place the purificator on it. (Another purificator is on the Altar to allow you to continue to administer the Blood of Christ). After mass, please wipe the floor and then rinse the purificator over the Sacramentum.

ASSISTING CHOIR SIDE EME'S & IMMOBILE PARISHIONERS

- 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 next to a Blood Minister who is serving. (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. Please do not put your bowl on the Altar. (If your bowl is empty, take it directly to the Credence table). Wait for the priest or deacon to take your bowl, consolidate the Eucharist, and return the empty bowl to you. 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 need to be taken to the Credence Table. Please be attentive to whether Fr. Brendan needs someone to return to the Altar to take these items to the Credence Table.

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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 or the deacon 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.

AFTER MASS

- **After** the final song is 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 four 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

Any vessels that contained the Body or Blood of Christ must be purified. The important reason for purifying the vessels is to ensure that any remaining Body of Christ particles and Blood of Christ are consumed prior to washing them i.e., Chalice, cups, and bowls.

- The large crystal bowl and large crystal pitcher do not need to be purified.
- Pour water into a bowl. Rotate the water around in the bowl to capture any particles then transfer the same water from one bowl to next. When you get to the last bowl, pour the water into the Chalice, rotate the water again and consume it. Purification of the bowls and Chalice are now complete.
- Pour water into a cup, rotate the water, then transfer the water from one cup to the other and then consume. Purification of the cups is now complete.

▪ **TABERNACLE KEY**

- Hang the Tabernacle key inside the cupboard closest to the refrigerator after 5 p.m. and 11 a.m. Masses).

▪ **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)

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- **Note:** According to GIRM 274 (General Instruction of the Roman Missal), ministers do not genuflect or bow to the tabernacle DURING Mass.