

Guidelines for Extraordinary Ministers of the Eucharist

Our Lady of Mercy Catholic Church
Aurora, Illinois

Questions?
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Schedules, Substitutes, and Dress

1. Schedules are made out three months at a time. Each new schedule contains a Family Ministry Sheet on which you may indicate dates when you are unavailable. These can be dropped off at the parish office, placed in a collection basket, or you may e-mail the information to Larry Harris at "larryh@olmercy.com".
2. Once the schedule is published, it is your responsibility to find a substitute for any assignment that you cannot fulfill. A list of all ministers, including phone numbers and masses for which they are available is provided with each schedule.
3. Assigned Ministers should be dressed appropriately. Use the "tennis shoe" rule: If you could wear tennis shoes with your clothing, it's too casual.

Signing In

4. Arrive 15 minutes before mass is to begin and sign in. The sign in book is kept in the narthex, near the priest's sacristy. The stations labeled with just a number (e.g. 3) are "bread" stations and those labeled with a number and the letter "C" (e.g. 3C) are "cup stations". A map showing the location of the various stations is near the sign in book.
5. It is a good idea to rotate around the stations, trying different locations and distributing from both the cup and the paten.
6. Even if you aren't scheduled, check with the Mass Coordinator to see if help might be needed. At the "5 minute bell" ministers who are "filling in" may sign up for a position.

“Bread” Stations

7. Begin moving to the carpeting at the foot of the altar at the “sign of peace”. You will be on the “St. Joseph” or right side of the center aisle.
8. The ministers signed in at the stations with an asterisk (*) should go to the tabernacle. Genuflect and open the door by turning the key to the right. Remove any patens and leave the tabernacle open. Put them on the altar and take your place next to the other ministers. When the cup touches the Priest’s lips, proceed to the Altar and stand in an arc on the side of the sanctuary closest to the wall statue of St. Joseph.
9. After all the ministers have received communion, the Celebrant may hand you a paten; if they do not, take one from the altar and proceed to your station. If your station is near one of the wheelchair seating areas, serve anyone there first.
10. Hold the paten in one hand and with the other, pick up a host. Hold it up, look the person in the eye and say in a normal speaking voice “the Body of Christ”. The person should respond “Amen”. If they are holding out their hands, place the host there. If they are sticking out their tongue, place it there. The host should be consumed immediately.
11. If it looks like you will run out, see if you can transfer some from a nearby minister. If you can’t transfer, start breaking them in half.
12. If a host falls to the floor, pick it up and place it in the palm of the hand under the paten. It should be consumed when you get to the work sacristy. It should never be thrown away or put back with the other hosts.
13. When you are finished, look to see if any of the other stations needs help. Take your paten to the altar and leave it there. Any remainder should be consolidated into as few patens as possible. If there is already a paten there, add your hosts to it or, if it is already full, leave your paten next to it. The minister who carried the patens from the tabernacle earlier will wait by the ambo. When the priest or deacon has finished purifying the vessels, the minister will carry them to the work sacristy to be washed.
14. Since the patens have already been purified, the rinse water may go down the right hand sink. If, however, any visible pieces of the host remain, consume them if you can, or rinse them into the sacrarium. Dry the patens with a terrycloth towel and place them on the counter. The cleaned empty patens and lids should then be carried to the priest’s sacristy and left on the counter there.

“Cup” Stations

15. The minister serving at station 2C marked with an asterisk (*) in the sign-in book should go to the work sacristy **at the start of the collection** and carry the tray of filled cups to the altar. Remove the purificators and cups from the tray, placing them on the white cloth on the side of the altar. Place the pall used to cover the cups on the tray and carry it back to the work sacristy, then return to your seat. The tile floor can be slippery when wet, so please walk carefully, especially in snowy weather.
16. Begin moving to the carpeting at the foot of the altar at the “sign of peace” (don’t wait for the “Lamb of God” to start). You will be on the “Mary” or left side of the center aisle.
18. After all the ministers have received communion, the Celebrant may hand you a cup and purificator; if he does not, take one from the altar and proceed to your station, holding the purificator over the cup to prevent spills. . If your station is near one of the wheelchair seating areas, serve anyone there first.
19. Using both hands, extend the cup, look the person in the eye and say in a normal speaking voice “the Blood of Christ”. The person should respond “Amen”. They will take the cup from you and drink. When they hand it back to you, wipe the rim of the cup where the person drank, inside and out, with the purificator. Rotate the cup a quarter turn.
20. If you run out, look to see if there are any extra cups on the altar. If there aren’t any, leave your empty cup on the altar and return to your seat. Never transfer the Precious Blood from cup to cup.
21. If the Blood of Christ should be spilled, cover the spot with your purificator and continue. Notify an usher to be sure that no one picks up the purificator. After mass, return to the spill and ask someone near-by to request that the Mass Coordinator come to your position.
22. When you are finished, look to see if one of the other stations needs help. Take your cup to the altar and consume any remainder. Once your cup is empty, leave it on the altar on the side near the ambo. Put the soiled purificator next to the cups. After the priest or deacon has purified the vessels, the minister who carried the cups to the altar earlier will retrieve the tray, place the cups on it and return them to the work sacristy to wash them. Since the cups have already been purified, the rinse water may go down the right hand sink. If, however, any visible Precious Blood remains, consume it if you can, or rinse it into the sacrarium. Dry the cups with a terrycloth towel and leave them on the tray in the work sacristy.

When to fill in?

23. At the “5 minute bell” ministers who are “filling in” may sign up for a position. Remember that if a Deacon is present he will distribute the cup. After waiting to be sure all the assigned ministers are in place and finished in the work sacristy, walk up to join them if you see there is a need. If you’re not sure, wait until they have begun to move to their stations. If there are any cups left on the altar, take one and look for the empty station. You can always receive communion after you have finished. *If you are filling in, don't worry about what you are wearing. Your help will be greatly appreciated!*

24. Remember that the host must be consumed immediately. The only exception is if someone has a pyx (carrier for the host) to take it to someone who is unable to attend Mass.

Definitions

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| Paten- | the bowl used to distribute the hosts |
| Work Sacristy- | the room to the right of the tabernacle where the cups and patens are cleaned |
| Purificator- | the white cloth used to clean the cups |
| Sacrarium- | the covered side of the sink in the work sacristy |
| Priest's Sacristy- | the room where the priests prepare for Mass |
| Credence Table- | the “server's table” behind the wall to the left of the altar |