

## EME Guidelines

5/19/18

1. Arrive 15 minutes prior to the start of mass. Sign in in the sacristy and make sure everything is ready for mass. Father will lead all ministers in prayer before the start of mass. Then you may go to your seat for mass. **It is very important that you sign in before mass so that the sacristan and other EMEs know you are there. Otherwise people are scrambling to find a replacement for you. When you don't check in, it is assumed that you aren't coming so other people are asked to serve, and then we end up with too many.**
2. After you exchange the Sign of Peace with those around you and at the start of the Lamb of God you will proceed to the altar. Do not stop in front of the altar! Go directly on the altar and stand on the left side beside the altar servers.
3. The person standing closest to the railing will be the minister of the host. The other 2 will be ministers of the cup.
4. As soon as you receive your cup go to your spot. DO NOT WAIT for Father to finish distributing the cups and hosts. This way you will be in your position when Father is ready to begin communion.
5. If you are a minister of the cup, you will stand down in front of the altar. One minister will be on each side in front of the congregation. Please stand as far to the side as you can so that we don't get a backlog of people and those receiving only the host can move through the line easily. If you see someone who is physically challenged, you can step up to that person, administer the cup and then move back again. As the person approaches, you say "The blood of Christ". Then hand the cup to that person. After he/she receives take the cup back and use your purifier to wipe that spot where that person drank from and then slightly rotate the cup to be ready for the next person.
6. If you are a minister of the host, you stand next to Father. As a person approaches, you raise a host and say "The Body of Christ". If the persons hands are extended place the host in the hands. If the hands are folded, the person should extend his/her tongue and you place the host on the tongue. If a young child or someone with their arms crossed approaches you, that person is not to receive communion. Simply place your hand on them and say "May God bless you".
7. After everyone has received communion, the minister of the host places the ciborium on the altar. Ministers of the cup, consume any Precious Blood that is still in their cup and then places their cup and purifier on the credence table.
8. After placing your items in the appropriate spot line up again and wait for Father to finish placing the ciborium back in the tabernacle. Once the tabernacle doors are closed, all bow and then proceed back to your seats.
9. After mass, you go back to the sacristy to clean up and get things ready for the next mass. **All 3 EMEs should be helping with this!**

- a. Remove everything from the credence table and remove the key from the tabernacle
- b. If Father has not purified his chalice or his paten during mass, they need to be purified along with the 2 cups. To purify add a little water to the vessel and swirl it around. Then you can consume it or pour into the drain to the left of the sink that goes to consecrated ground. We don't want to pour any remains of the Body or Blood of Christ down the sewer!
- c. After everything has been purified, wash and dry all the vessels.
- d. Refill the water and wine cruets and place in the refrigerator.
- e. If the finger towel is wet, replace it and place it and the finger bowl back on the credence table.
- f. Place the 2 cups with clean purifiers on the lower shelf of the upper cabinet.
- g. Dress Father's chalice by draping the purificator over the chalice. Next place the corporal and pall on top of the paten and then place the paten on top of the purificator and chalice. The dressed chalice then goes on the shelf next to the cups. (See pictures below)
- h. Hang the tabernacle key on the hook inside the cabinet door.
- i. Lock the cabinet and then place the cabinet key on the hook inside the smaller cabinet to the right.
- j. All linens are found in the top drawer of the lower cabinet.
- k. All dirty linens go in the basket on the counter by the refrigerator.



Cups with purifiers which are the skinny cloths



Dressed chalice: Chalice with purificator draped over. The purificator is larger than the skinny purifiers we use for the cups. Next is the paten which is the dish that Father uses for the host. The pall is the stiff square card covered with white cloth and on top is the corporal which is the white cloth that Father places on the altar to set the chalice and paten on. This picture shows the tabernacle key on top but it should be hung on the hook in the cabinet.



Everything in the cabinet