

# NEIGHBORS NORTH CATHOLIC COMMUNITY EXTRAORDINARY MINISTERS OF HOLY COMMUNION MANUAL

(Last revised October 2019, David Dashiell)

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## I. Mission

- Extraordinary Ministers of Holy Communion (EMHCs) are chosen and installed for the purpose of assisting the priests at the liturgy and for taking Communion to the sick.
- As EMHCs, we handle sacred vessels, not to mention the very Body and Blood of Our Lord and Savior, Jesus Christ. **We are entrusted with a sacred duty.** In performing our ministry, we should always strive to honor and respect Him. This extends from the way we dress and act to the way we receive and distribute Our Lord at Mass.
- Our Lord allows us to assist the clergy, the ordinary ministers, in bringing Him to the faithful. Our duty is to assist at Mass when there is a great number of the faithful, such that Mass would not progress in an orderly and reverent manner.
- This means that if Mass can progress in an orderly and reverent manner without us, we are not needed. **This is an amazing privilege,** not to be taken lightly.

## II. General Guidelines

- You are being commissioned as an EMHC for the Neighbors North Catholic Community. If you wish to serve at any other community you must have the approval of the pastor there.
- Remember, this is a great gift and privilege; **it is not a right.**
- Be reverent and relaxed. There is no need to be nervous; Jesus has allowed you to serve Him and His Mystical Body.
- A priest or deacon should always hand the Eucharist to you during Mass. Please do not remove the Eucharist from the altar on your own. **This includes chalices after Communion.**
- The Church has guidelines for when to sit, stand, kneel, genuflect, and bow during Mass:
  - **Bow from the waist** whenever you pass by the altar. This is called a **profound bow**. The altar is the place of sacrifice, where Christ is truly made present under the species of bread and wine, and it is the focal point of the liturgy.
  - **Genuflect on you right knee** whenever approaching the tabernacle or passing by it. It holds the Lord.
  - **During Mass**, the altar takes precedence over the tabernacle, because the sacrifice of Christ is happening in real time. Therefore, if the tabernacle and altar are in the same area, you should bow towards the altar when you pass by **instead of** genuflecting towards the tabernacle.
  - **Outside of Mass**, Christ present in the tabernacle takes precedence over the altar, since the sacrifice is not going on at the moment. Therefore, if both are in the same area, you should genuflect towards the tabernacle when you pass by **instead of** bowing towards the altar.
  - **During Mass or not**, genuflect when approaching the tabernacle to retrieve the Lord.
- The Church asks us to kneel after the Lamb of God out of profound respect for Our Lord, present in the Holy Eucharist. However, many ministers in our grouping are not physically able to kneel. This means that we will remain standing at this time.
- Please **keep your hands folded** if you are not carrying anything. This is a standard posture of reverence for all liturgical ministers. It was specifically requested by our pastor.
- If you believe another minister needs correction, please bring it to the attention of the clergy or staff and **let them correct the minister. Do not approach them yourself.**
- **Unless you are going to the tabernacle, please do not move or use the tabernacle key.** This is the sacristan's responsibility, both to transport the key and to check how many Hosts are in the tabernacle.

### III. Care of Vessels

- **It is never acceptable to carry more than you can handle.** This goes for any time you are carrying sacred vessels. Never carry a vessel under your arm or more than one vessel in each hand. The presider's chalice should be carried with two hands, one on the stem and one on top.
- **Extraordinary Ministers will now be entrusted with washing the vessels after Mass. This will be done after the last Mass of the weekend.** This is to preserve the sacred vessels, some of which have been rusting and have chipped over the years. It also keeps them clean. Linda at Saint Sebastian already does this weekly, so this does not apply to Saint Sebastian. **If you want to wash the vessels more often, you are welcome to do so after the clergy can purify them after Mass. Know that ministers will only be scheduled to wash on the last Sunday Mass at each parish.**
- Washing is not the same thing as purifying, which can only be done by a priest, deacon, or acolyte. Purifying the sacred vessels means consuming whatever drops of Precious Blood or particles of the Host are left over. Washing the vessels means cleaning them once all particles are gone. **Do not wash vessels until the priest or deacon has purified them. They will purify all vessels but their own chalice and paten after Mass, in the sacristy.**
- **Even though they have been purified, the vessels may still contain some of the Sacred Species.** If there are no particles left we should still be reverent, since these are the vessels which held Our Lord. Therefore, we need to be careful and use the sacrarium when washing.
- Further guidelines for the care of vessels are under "Procedure for the Washing of Vessels."

### IV. Distributing to Music Ministry

- **When a children's choir is present at a Mass, parish EMHCs will minister to them:** one ciborium and one or two chalices. This will be reflected in the schedule for each Mass, so you will know beforehand when there will be extra EMHCs. If you are scheduled to do this, all you have to do is distribute to music ministry. You are finished after that, so please do not help any other ministers distribute. The adult choir EMHCs will still be taken from music ministry itself.

### V. Captains

- **When there is no deacon, one EMHC will be the captain.** It is the captain's duty to follow the Priest with the chalice and distribute the Precious Blood to all ministers in the sanctuary. The captain should not hand out vessels, since this is the prerogative of the clergy. However, the captain will help distribute the Precious Blood to the ministers and will be one of the chalice ministers for the congregation.

# Extraordinary Ministers of Holy Communion Procedures

## Scheduled Masses

- ✠ We will schedule Sundays and Holy Days; weekdays will not be scheduled.
- ✠ Please arrive **20 minutes early** for your scheduled Sunday Mass or for feast day Masses.
- ✠ Please report for your scheduled times or find a replacement.
- ✠ **Work out a species and a station** (for example, “Precious Body, front middle/handicapped”) with the other ministers. Make sure you go to that station during Mass. If you have been assigned to a specific species already, please honor that commitment.
- ✠ **Sit near the front, at the end of a pew.** This allows you to line up more quickly.

## Unscheduled Masses

- ✠ Weekday Masses are not scheduled. Still, you may be needed if the number of people is great or if a deacon is missing. If you are going to a weekday Mass, arrive **10-15 minutes early**, prepared to serve.
- ✠ **Please check in with the Priest to see if you are needed.** Sign in if you are needed.
- ✠ If the Priest decides that you are not needed at a particular Mass, please respect this decision. Remember, an extraordinary minister of Holy Communion is a privilege only meant to be exercised when the number of people is particularly large, or when clergy cannot distribute themselves. Whether you are needed or not depends on how many people are at Mass and how many clergy can help. Our priests know this information and can be trusted to make good decisions about it.
- ✠ **Work out a species and a station** (for example, “Precious Body, front middle/handicapped”) with the other ministers. Make sure you go to that station during Mass. If you have been assigned to a specific species already, please honor that commitment.
- ✠ **Try to sit near the front, at the end of a pew.** This allows you to line up more quickly.

## Procedures for Distribution of Holy Communion

Procedures are the same for all Masses. There will be a diagram after this section: please view it first.

### † *Line Up:*

- Move towards the sanctuary after the sign of peace as the Lamb of God begins. **You do not need to bow when approaching the bottom step, since you will not be passing by the altar on your way there.**
- Stand in a line along the foot of the bottom step of the sanctuary. Do not stand in the center. You will be on one side or the other depending on what species you are distributing.
- Those distributing the Precious Blood should be on the ambo side, and those distributing the Precious Body should be on the clergy side. **Remember, do not form a line in the center. Instead, form one line along the bottom step on each side. The line should be about as far to the side as the ambo is.**
- If you are the captain (when there is no deacon), you should be the first in the Precious Blood line – i.e. closest to the side wall. When you go up, you will end up closest to the center. This is how the Priest will be able to identify your role.
- If you are distributing to music ministry, you should be last in the Precious Blood line – i.e. closest to the center. When you approach the sanctuary with the other ministers, you will end up standing separate from the rest of the line so that the Priest knows who you are.
- **If too many EMHCs line up, the first one to notice should step down immediately** — even if they were not the one to make the mistake. This is simpler and less distracting than discussing who should step down with the other ministers.

### † *Enter the Sanctuary:*

- As soon as the priest consumes the Precious Blood and places the chalice back on the altar, bow together (from the waist) and enter the sanctuary. **The minister on either side who is closest to the side wall will be leading the line.**
- Lead the line around the back of the sanctuary, stopping close to the center, almost behind the Priest. You are making a wide arc – chalice ministers make up one half, while ciboria ministers make up the other. **Do not block the tabernacle or altar of repose (back altar).**
  - **If there is a back ramp, use it.**
  - If you are first in line, you should end up closest to the center on either side. If you are last, you end up closest to the side wall on either side and closest to the congregation.
  - The altar servers will join your line at the ends as you form it. This means that the candle-bearer is on the end at the ambo side, and the crucifer is at the other end.
  - Remember: Precious Blood is on the ambo side; Precious Body is on the other.
- **If too many EMHCs go up, the first one to notice should step down immediately.**

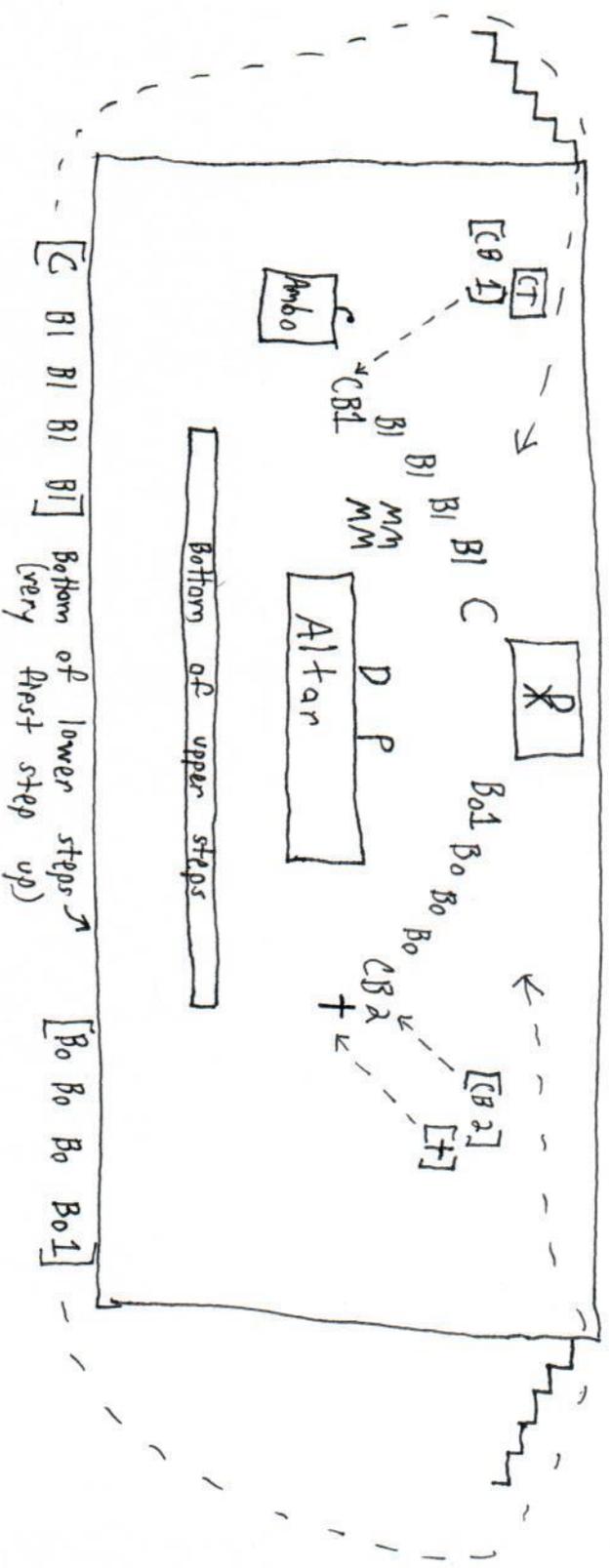
- If there is no deacon, the Priest will distribute to the captain first, then will give him a chalice so that he can help distribute to the other ministers.
- If there is no deacon, the captain will follow the Priest as the deacon would. **Remember not to stand beside the Priest at the altar or hand vessels to other ministers. Wait at your spot for the Priest.** He will distribute both species to you and hand you the chalice, and then you can begin to follow him, starting with music EMHCs and then the minister closest to the side wall/congregation on the ambo side.
  - If there is a deacon, the captain will not receive first. He will simply receive after the other Precious Blood ministers, when the deacon and Priest reach him in line.
  - The captain will end up next to the last minister he distributes the Precious Blood to. This is the crucifer, so he will be closest to the side wall on the clergy side of the sanctuary. **Since he will already be on this side, the captain will always distribute from the station right next to the clergy, in the center.**
- If there is a choir, the Priest and deacon (or captain) will distribute to the EMHCs going to the choir next. Instead of distributing the Precious Blood to everyone first, the deacon (or captain) will follow the Priest and distribute to the music EMHCs only. The Priest will then go back to the altar and get their vessels. **If you are the captain, wait for the Priest to do this before moving on to other ministers.**
- **After the captain (if there is no deacon) and music EMHCs have received, starting on the Precious Blood side and ending with the last Precious Body minister/cross-bearer,** the Priest will come around and distribute the Host to you, and the deacon (if there is one) will follow him immediately with the Blood. This means they will start with the candle-bearer, who will stand closest to the side wall next to the last Precious Blood minister (CB1 on the diagram) After the deacon has distributed the Blood to **everyone**, he will help the Priest hand vessels to the EMHCs.
- When you receive your vessel, go immediately to music ministry and begin distributing to them. Do not wait for the other ministers to get set. The same goes for any minister for the back stations (e.g. St. Sebastian back section and St. Teresa of Avila side chapel).
- **If you are going to the back or to music, go immediately to your station and begin distributing – this is to avoid collisions. If you are any other minister, let the Priest come down the steps first as a sign of respect.**
- You may have to cross to the other side of the church to get to your station. If you do, cross the sanctuary behind the altar if you are a Precious Blood minister. Cross the church in front of the altar (closer to the congregation) if you are distributing the Precious Body. This will help us to avoid collision.
- If you have a gluten intolerance, speak to the Priest before Mass. He will distribute either a gluten-free Host or the Precious Blood to you.

**Please see the next page for a diagram of the procedure for lining up.**

# Extraordinary Ministers of Holy Communion Sanctuary Diagram

"Ambo Side"

"Clergy Side"



## Key

- CT - Credence Table
- CB1 - candle-bearer 1
- CB2 - candle-bearer 2
- T - Cross-bearer
- MM - Music Ministry
- B1 - Blood Ministers
- Bo - Body Ministers
- C - Captain
- D - Deacon
- P - Priest
- T - Tabernacle
- Back steps (or side steps in the back of the sanctuary if no ambo)

[ ] - indicates places during the Lamb of God

no [ ] - indicates places to go to right after the priest puts his chalice down after consuming

---> indicates where to go to get to spots

\* P and D distribute to MM first, then follow the arc starting at CB1 and ending at T. ONLY after that do EMHCs besides MM receive their vessels, \* If no D, P goes to C first, who follows him w/ Precious Blood

- After receiving the Precious Body, wait in your spot to receive the Precious Blood.
- Wait for the Priest or Deacon to hand your chalice to you. Remember, they will distribute the Precious Blood to every minister first before they start handing out vessels, with the exception of music EMHCs. **Do not take the chalice from the altar yourself.**
- **Take both the chalice and the purificator before consuming the Precious Blood.** This way, the Priest or deacon does not have to wait for you to consume before getting another vessel. Consume right away. Wait for the Priest to start going down the steps and then proceed to your Communion station. ***Slowness does not equate to reverence.***
- Proceed to your station, covering the chalice with the purificator while walking.
  - Walk with chalice or ciboria at chest level.
  - **You should have one hand on the stem of the chalice and one hand on the top.**
- ***Begin distributing immediately after you reach your station.*** The back ministers go down before the others, so they should already have a head start.
- Hold the chalice at eye level of the person and clearly say, “The Blood of Christ.”
  - You may assist the elderly, guiding the chalice if their hands are unstable.
  - If the communicant does not say “Amen” you should say it quietly for them.
  - **Do not make the Sign of the Cross with the chalice or add any words** to “The Blood of Christ” (e.g. “The Blood of Christ, Friend.” Or “The Precious Blood of Christ.”). Only the Priest makes the Sign when giving himself Communion, and extra words draw attention away from the Lord.
- After each person receives, wipe the chalice with the purificator and rotate it slightly.
  - **Make sure that you are wiping both the inside and outside of the chalice with the purificator.** Try to use different parts of the purificator as well.
  - **Keep the purificator folded at all times.** Unfolding the purificator makes it look like a regular dish rag instead of a sacred linen.
- Be reverent and remain in prayer—it is important that you pay attention to what you are doing. Try not to drift off and think about your friends who are coming up to receive Communion.

***About Intinction:***

- Intinction is a method of receiving Communion under both species at the same time.
- In the Diocese of Pittsburgh, it is forbidden to practice intinction.
- The faithful cannot “dip” the Host into the chalice.

○ ***Other Rites:***

- In the Eastern Catholic rites such as the Byzantine Rite, children often receive Baptism, First Holy Communion, and Confirmation at the same time. Do not be alarmed if a family like this comes up to receive Communion and the children receive too. It is perfectly acceptable to receive Communion at that age in the Eastern rites, and the children have every right to do so from us.

- ***If the Precious Blood Spills on the Ground:***
  - Put the purificator you are holding over the spot.
  - Tell the communicants in line to excuse you, because you need to take care of the spill.
  - Purify the spot **immediately**.
  - Go to the sacristy immediately and get a cruet with water and two purificators. **Carry your chalice with you as you get these things and purify.**
  - To purify, soak the area thoroughly with water (with the purificator still on the spot), then use the second purificator to pick it up.
  - Use the third purificator to dab the area until it is dry.
  - Take all three purificators to the sacrarium in the sacristy and let water run over and submerge them for about fifteen seconds, until all Precious Blood has been washed into the ground. Wring out the purificators and put them with the dirty purificators.
  - Return to your spot and continue distributing if there is time. If not, return to the sanctuary with your chalice.
  - Spills on clothing or anything other than the floor are handled on a case-by-case basis.
- When all communicants in the line have received or once you run out of Precious Blood, return to the sanctuary. If the way back is not clear, wait until the line has died down.
- Do not bow as you enter the sanctuary, as you are carrying the Lord!
- ***If the Precious Blood Runs Out:***
  - If you are stationed in the **front** and the Precious Blood runs out, place it on the credence table. Wait there to help other ministers consume the Precious Blood.
  - If you are stationed in the **back**, wait until all the communicants in line (front and back) have received before putting the chalice and purificator back on the credence table. Otherwise you might collide with parishioners! Then wait and help other ministers consume excess Precious Blood.
  - **Never put the purificator inside the chalice, even if it is empty.**
  - When consuming the Precious Blood, drink at an even pace and do not rush or tilt your head back quickly. The faithful may be scandalized by drinking that seems over-eager.
  - Once you are finished, come down the back/side, bow to the altar as you pass it on the way back, and return to your seat. **Do not wait for the clergy to return to the sanctuary or put the Eucharist back in the tabernacle.**
- ***If there is Precious Blood left after Communion:***
  - Bring the chalice to the credence table and consume any Precious Blood left over with the help of the other chalice ministers.
  - When consuming the Precious Blood, drink at an even pace and do not rush or tilt your head back quickly. The faithful may be scandalized by drinking that seems over-eager.
  - Once you are finished, come down the back/side, bow to the altar as you pass it on the way back, and return to your seat. **Do not wait for the clergy to return to the sanctuary or put the Eucharist back in the tabernacle.**
- **If you went to the choir**, go immediately to the sanctuary after finishing and place your chalice on the altar or credence table depending on how much Precious Blood is left, as in the above section. Bow to the altar and return to your seat.
- Bow to the altar when you are about to exit the sanctuary and return to your seat.

† *Distributing the Precious Body:*

- It is the Priest's place to distribute the Precious Body. Never take a priest's place to distribute Communion unless instructed to do so.
- After receiving the Precious Body and Blood, wait in your spot to receive your ciborium.
- A priest or deacon will hand you a ciborium. Wait for the Priest to start going down the steps and then proceed to your Communion station. **Do not pick up the ciborium from the altar yourself.**
- Cover the ciborium with your hand while walking to keep any Hosts from falling to the ground.
- Be reverent and remain in prayer—it is important that you pay attention to what you are doing. Try not to drift off and think about your friends who are coming up to receive Communion.
- **Begin distributing immediately after you reach your station.** The back ministers go down before the others, so they should already have a head start.
  - Be attentive to each where each parish has seating for the handicapped. At Saints Sebastian and Athanasius the handicapped sit in the front, and at Saint Teresa the handicapped sit in the back. If you have been assigned to the station closest to the handicapped section, begin distributing Communion to the handicapped first.
- Hold the Host at eye level, clearly say “The Body of Christ,” and press the Host lightly but carefully into the communicant's hand or onto the tongue.
  - **Do not make the Sign of the Cross with the Host or add any words** to “The Body of Christ” (e.g. “The Precious Body of Christ,” or “Good to see you, Bill. The Body of Christ.”). Only the Priest makes the Sign when giving himself Communion, and extra words draw attention away from the Lord. Do not make grand gestures with the Host.
  - Try to use the ciborium as a guard to prevent Hosts from falling to the ground.
  - **It is the communicant's choice whether to receive on the hand or on the tongue. You may not refuse to give him/her Communion because of that choice.**
- If the communicant does not say “Amen” you should say it quietly for them.
- Be sensitive to the way in which the communicant wants to receive.
  - If someone is wearing gloves, ask them to remove them before receiving in their hands.
- If a person does not consume the Host after you distribute it, **it is your responsibility to make sure that he/she consumes it.** This means telling the next communicant to excuse you. Then, approach the communicant and say “Please consume the Host.” If the communicant refuses, get the help of a priest or deacon immediately. This is very important and must be dealt with swiftly, or we run the risk of deeply offending God, present in the Eucharist.

- ***If a Host Falls to the Ground:***
  - Pick it up and inspect the floor for particles. **If there are no visible particles, do not purify the spot.**
    - If there is a priest or deacon nearby, carefully give him the Host to consume.
    - If the communicant picks up and consumes the Precious Body before you can pick it up, that is permitted.
    - **If there are particles still on the ground, purify the spot immediately.**
    - Tell the communicants in line to excuse you, because you need to take care of the spot. You can tell them to either receive from the minister beside you or wait until you return.
  - Go to the sacristy immediately and get a cruet with water and one purificator. **Place your ciborium on the altar on your way to the sacristy.**
  - To purify, soak the area thoroughly with water and use the purificator to dab the area until it is dry.
  - Take the purificator to the sacrarium in the sacristy and let water run over and submerge it for about fifteen seconds, until the particles have been dissolved or washed down to the ground. Wring out the purificator and put it with the dirty purificators.
  - Return to your spot, picking up your ciborium on the way, and continue distributing if there is time. If not, simply return to your seat if there are no particles on your fingers.
  - Spills on clothing or anything other than the floor are handled on a case-by-case basis.
  
- ***What to Do if Someone is Not Receiving Communion:***
  - Simply say, “Peace be with you.” **Only ordained ministers should give blessings to people who are not receiving Communion.**
  
- ***Other Rites:***
  - In the Eastern Catholic rites such as the Byzantine Rite, children often receive Baptism, First Holy Communion, and Confirmation at the same time. Do not be alarmed if a family like this comes up to receive Communion and the children receive too. It is perfectly acceptable to receive Communion at that age in the Eastern rites, and the children have every right to do so from us.

- When all communicants in the line have received, return to the sanctuary. If your station is located at the back of the chapel, wait until everyone has received before returning.
- Do not bow as you enter the sanctuary, as you are carrying the Lord!
- Hand your ciborium to the Priest or deacon. If there are no clergy present, place it on the corporal yourself, off to the side (not in the center). They will take care of it.
  - **Please do not stack the ciboria. Simply place your ciborium directly on the corporal if clergy cannot take it from you.** Stacking scratches the finish and may cause particles to stick to the outside of the ciboria.
- **If you went to the choir**, place your ciborium on the side of the altar, on the corporal. Do this immediately after you are finished with the choir, no matter how many Hosts are left. Do not place it in the center of the altar. Bow to the altar and return to your seat.
- The **ablution bowl** is a small bowl filled with water, meant to dissolve any particles of the Precious Body that become stuck on your fingers. It is next to the tabernacle.
  - Check your fingers. If you notice any particles of the Precious Body, dip them in the ablution bowl, in order to wash off any particles of Precious Body that may be stuck to your fingers. Ask a server to get it for you if you cannot reach it.
  - Wipe your fingers on the towel next to the bowl.
- Exit the sanctuary and bow in reverence to the altar when leaving. **Do not wait for the clergy to finish consolidating the Hosts, but instead go back to your seats immediately after washing your fingers.**

#### † *Going to the Tabernacle:*

- The deacon will retrieve extra ciboria from the tabernacle during the Lamb of God. He will also deposit the Eucharist into the tabernacle after Communion.
  - If there is no deacon, the Priest will go instead.
- If the Priest or deacon communicates to you or to the sacristan that he cannot go to the tabernacle, an EMHC will go instead.
- During the Lamb of God:
  - Approach the sanctuary, bow from the waist at the bottom of the steps, and go straight to the tabernacle. **Genuflect** before opening the tabernacle.
  - Retrieve as many ciboria as are in the tabernacle and close the doors. **The doors should remain closed with the key in the tabernacle through Communion.**
  - Hand the ciboria to the Priest or deacon at the altar one at a time. If neither can take the ciborium, place it on the corporal yourself.
  - Join the other EMHCs down below.
- After Communion:
  - After handing your vessel to the Priest or deacon, remain patiently at the side of the altar. **Do not wait behind the altar** – this can be confusing, because concelebrating priests do this, not laypeople.
  - **Never consolidate the Hosts, combining them into one ciborium. This is the prerogative of the clergy.** If they have not reached the altar yet, wait for them.
  - The Priest or deacon will hand you the ciboria as they are ready to be deposited in the tabernacle. Take the ciboria to the tabernacle immediately as he hands them to you.
  - Once you have deposited all ciboria, close and lock the tabernacle, wash your fingers at the ablution bowl if there are any visible particles on them, dry them, and genuflect.
  - Proceed to your seat, bowing towards the altar at the bottom of the sanctuary steps.

## Procedure for the Washing of Vessels

### † *Going to the Sacristy:*

- Two EMHCs will wash the sacred vessels.
- If you are washing, wait in the pews until right after all ministers have left the sanctuary, and then go to the sacristy to wash. **Do not begin washing or preparing to wash until after Mass ends. This avoids confusion and accidentally purifying before the Priest can.**
- **The clergy will purify everything but their presider's chalices and paten after Mass.**
- Wait for the altar servers to bring back the sacred vessels on the tray.

### † *Preparing for Washing:*

- **Purification is always done by a priest, deacon, or acolyte (typically the celebrant).** They rinse the vessels with water and consume any particles that may be stuck to the ciboria or chalices, and we wash the vessels afterward.
- Leave the cruet with water in it for the clergy to use if they have not yet purified.

### † *Notes about Washing:*

- Be reverent. This is still the Body and Blood of Christ. However, reverence is not slowness.
- **Maintain silence as much as possible.** There is usually no need to talk. Others are praying.

### † *What You Can do While Waiting for Clergy to Purify:*

- Rinse the flagon or cruet of wine, and dry it with a new purificator.
  - If there is leftover wine in the flagon, use the funnel to pour it back into the bottle.
- Rinse the glass cruet and bowl used to wash the Priest's hands, and dry them with a purificator.
- Get the ablution bowl and purificator/towel next to it and bring them to the sacristy. Rinse and refill the ablution bowl with water. Make sure that the water you pour out is poured into the sacrarium. Put the purificator/towel in the laundry area. Carry the bowl back to the sanctuary with a new purificator to go alongside it.
- Put all used purificators but one in the laundry area. The one left out will be used for purification. **Do not do anything with the presider's chalice. The Priest will handle it.**
- Sometimes it is necessary to go find a priest or deacon to purify the vessels, as they sometimes get sidetracked. One EMHC can go to find the Priest while the other remains in the sacristy.

### † *Washing the Sacred Vessels:*

- Do everything under "What You Can do While Waiting for Clergy" if you have not already.
- One EMHC washes the purified vessels while the other dries them.
  - **Never submerge the vessels. Wash everything in the sacrarium (covered sink).**
  - **Ciboria should be rinsed (no soap).**
    - If the priest drinks directly from a ciborium, then you should wash it with soap.
  - **Chalices should be washed with a sponge and liquid soap.**
- After washing the sacred vessels, hand them to the EMHC who is drying.
- Use a *clean* purificator to dry the vessels. Do not use a towel.
- Return the dry vessels to the appropriate shelves.

### † *Washing the Purificators:*

- The laundry team will wash the purificators before they take them to be cleaned. Simply put all purificators in the laundry area of the sacristy once you are finished washing.

### † Make sure everything is neat and put away in its proper place.

- Never leave the sacristy disorderly, and never leave the counter wet.

# Dress Code

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## Sundays and Feast Days

Sunday best (formal), clean and tidy

## Weekdays

Business Casual (nice shirt/blouse/dress/pants/skirt), clean and tidy

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† Notes about this dress code:

- † It is the **clergy's** responsibility to enforce the dress code. They have expressed the desire not to allow a minister to serve if he/she is poorly dressed. Please understand that if a member of the clergy asks you not to serve because of improper dress, it has to do with reverence for the Lord and not disrespect.
  - † The **purpose of a dress code** is twofold: reverence for God and consideration for our neighbor.
  - † We perform our ministries in the presence of Jesus Christ, King of the Universe. At Mass, He comes down from heaven with His angels and offers Himself for us once again on the altar of sacrifice. We should dress for this most special occasion, out of respect for God.
  - † Though we cannot control the actions or thoughts of others, we can control how we present ourselves. Part of this is done through our dress, in which we express our consideration for our neighbor through clothing that most easily directs the congregation to the liturgy. People come to Mass to worship God without distraction, so we should do everything we can to allow them to focus on Him and not us.
  - † This dress code is very general. We trust you to know what is too long, short, or inappropriate for Mass. A word of reminder that the sanctuary is raised higher than the rest of the church – people can see more.
  - † A good rule is that if you have any question about a certain article of clothing, there is a good chance you should not wear it while ministering. When in doubt, ask the priest.
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