

EXTRAORDINARY MINISTER PROCEEDURE

MAY 2016

1. All Extraordinary Ministers of Holy Communion(EMHC) stand behind Father, in an arc formation. Those who distribute the Precious Blood will be to the Ambo side and those who distribute the Blessed Sacrament will be on the Choir side. Please return to this “Arc Position” when you are finished serving the congregation. Once the Precious Blood is consumed you may return to your seat.
2. After communion to the congregation **ALL** who minister to the sick will stand on the carpet **IN FRONT** of the **Sanctuary** to receive the Blessed Sacrament in their pyx. They will have it open and ready to tell Father how many they need. He will give a blessing and the parishioner will immediately leave Mass and continue to the shut-in they administer communion to. If you have served communion you **WILL NOT** receive the Blessed Sacrament after communion. Once your duties are completed, you can go to the Tabernacle to retrieve the Blessed Sacrament after Mass and proceed to administer communion to your shut-ins.
3. Extraordinary Ministers of Holy Communion serving the Body of Christ will hand their paten to Father **OR** place it on the corporal before returning to the arc position. Remember this will be done from the **RIGHT SIDE** of the Altar, (Ambo side). **DO NOT** return to the arc position by crossing in **FRONT** of the **ALTAR**. **RETURN** by coming up either side of the Altar and going around the back of the Altar to reach your designated spot.
4. Extraordinary Ministers of Holy Communion serving the Precious Blood will make sure the Minister serving the Chapel has enough Precious Blood before you consume what Precious Blood is left in your Cup. Make sure this is done **BEHIND** the Altar while in the arc position. **DO NOT POUR THE PRECIOUS BLOOD FROM ONE CUP**

TO ANOTHER. You may run out of the Precious Blood, the fullness of the Eucharist is found in the Blessed Sacrament.

5. The Extraordinary Minister of Holy Communion serving the chapel will retrieve the Blessed Sacrament from the **TABERNACLE, LEAVING THE DOOR OPEN.** Leave your seat during the Lord's Prayer. **PLEASE STAND** at the **STAIRS** by the **RAMP.** Once the **Lamb of God** begins **YOU** will process **DOWN** the **RAMP** up **TO THE LEFT OF THE CENTRE AISLE,** as you are walking to the Altar. **DO NOT** use the centre aisle. You will place the Ciborium on the Altar, **AMBO SIDE,** by the **CHALICES** and proceed to the arc position. This will ensure the Hosts are easily accessible to Father. **DO NOT** break Hosts. **FATHER** will serve the **CHAPEL** and return the Blessed Sacrament to the Tabernacle. The EMHC distributing the Precious Blood to the Chapel will accompany Father following him to the Altar. **FACE** the **TABERNACLE** and **CONSUME** the **PRECIOUS BLOOD** that is left in the **CUP.**

6. **Father will distribute the Body of Christ** from positions 2, 3, 6 and 7 on a weekly rotating basis. This way he is able to serve the whole congregation. **DO NOT** panic! Let Father go to his position first and then the other EMHC's can move to the other spots. However, this should be known prior to the start of Mass when you sign in.

7. Make sure that Positions 4 and 5 are in the centre of the aisle, not close to Positions 3 and 6. Position #1 should be close to the **AMBO** leaving room for people to pass through after receiving the **HOST.** There must be space left so people do not crowd one another.

8. **PLEASE** remember to help clear the **CREEDANCE TABLE** after Mass. Please lend a hand even if you haven't served. **REMEMBER** to use the side aisle when bringing everything to the Sacristy. It is too congested with parishioners leaving Mass to use the centre aisle.

9. If you are scheduled to serve Mass and are unable to attend it is your responsibility to call for a replacement. Make a couple of calls and if you are unsuccessful please notify the **ADULT SERVER**. This gives them an opportunity to find a replacement for you from the members that arrive prior to Mass. If you are unable to make these calls please call me and I will get your message passed along.