



Extraordinary Ministers of the Holy Eucharist Summary of Issues and Agreements As of 6 May 2019

MOTTO FOR 2019: Be Flexible. Be *VERY* flexible.

SEE POLICIES AND PROCEDURES 2019 FOR ADDITIONAL INFORMATION.
<http://saintjamesbr.org/ministries-and-organizations/liturgical-ministries/>

ISSUES RAISED AND ADDRESSED

Precious Blood: Since it is impossible to accurately gauge the amount of Precious Blood that will be consumed at any given Mass at any given station, it was agreed that rather than minimize the amount of wine poured into the Cups before Mass, which could result in running out of Precious Blood and having to turn communicants away, it would be best to fill the Cups with a reasonable amount of wine to maximize the odds of being able to serve all who wish to receive from the Cup.

--Ministers who run out of Precious Blood are asked to notify Deacon Pete either in person or by email/phone as soon as possible, noting the date/time of the Mass and the station.

--Communicants who do not wish to receive the Precious Blood should cross their arms in front of them when passing the Chalice. **DO NOT SHAKE YOUR HEAD "NO!"**

--Ministers who have Precious Blood left in their Cups should either consume it, ask another Minister to do so, or just leave the Cup on the Credence Table and report to the attending clergy.

--Do NOT cover the Cup. **Do NOT wad up the Purificator or put it into the Cup.** Fold the Purificator and leave it on the designated section of the Credence Table.

--Reminder: Wiping the rim of the Cup is especially important during cold and flu season, so Ministers should ensure that they use their purifiers to clean both the inside and outside of the Cup rim and then reposition the purifier, to ensure that a clean area is used for the next wipe.



Change to 10:30am Sunday Mass Protocol: Ministers of the Cup should no longer serve the people from Sunrise in their pews.

Availability to Serve: Ministers should respond to Terri Sinatra's request for availability no later than the 20th of the month, **even if they won't be available during the month in question.** Please advise Terri of your preferred Masses and stations, as well as available service dates.

Arranging for Substitutes: It is essential that assigned Ministers arrange for substitutes if they cannot serve as scheduled.

In the case of sudden illness or other emergency, Ministers (or family members or friends) should report the situation to a fellow Minister assigned to the same Mass so he/she can find a substitute for the missing Minister before Mass begins.

In the case of a planned absence, Ministers should arrange for a substitute, either by email or telephone. A "blast email" to all Ministers requesting a substitute are encouraged.

Once a volunteer has come forward to substitute, it is the responsibility of the Minister who requested the substitute to:

1. Confirm with the substitute the Mass time and station position that he/she will be filling;
2. Thank and notify everyone on the email distribution (Reply All) that a substitute has been found and identify him/her so it is clear that no one except the first volunteer should take the open spot.

ALL MINISTERS ARE ASKED TO CHECK THEIR EMAILS AND TEXT MESSAGES BEFORE LEAVING FOR MASS IN CASE THERE ARE ANY LAST-MINUTE REQUESTS FOR SUBSTITUTES!!!

Station Assignments: If there is a (P) notation next to a Minister's assigned station in the monthly service schedule (usually Station 2H), he/she should be aware that if an extra priest steps up to help give Communion, he/she should remain in the pew to avoid having to publicly vacate his/her station in deference to the additional priest.

Ministers to the Homebound: Ministers who are taking Holy Communion to Fellowship Village, Sunrise, or to private homes should **vacate the alcove near the Credence Table** and line up in front of the Altar Servers' chairs, facing the altar. When the priest or deacon returns consecrated Hosts to the Tabernacle, all should turn and bow. When the priest or deacon returns consecrated Hosts to the Tabernacle, all should turn and bow. The Eucharistic Ministers should then walk to and face the front of the altar for the blessing and dismissal.

Communication between Eucharistic Ministers and Ushers: For Masses at which reserved seating will be available for assigned Eucharistic Ministers and their families, it is critical that the ushers assigned to those Masses are aware of the need to rope off the designated pews, set up chairs in the alcove near the Tabernacle (behind the Altar Servers' chairs) and confirm that only Ministers and their families are seated in the reserved area.

OUTSTANDING ISSUE

Shortage of Hosts: Several Ministers have experienced shortage of Hosts, forcing them to break Hosts into halves or smaller, or to leave their stations to refill their ciboria.

Deacon Pete agreed to discuss this issue with Monsignor Cronin and will advise the Ministers of Monsignor's decision.

--Ministers who run out of Hosts are asked to notify Deacon Pete either in person or by email/phone as soon as possible, noting the date/time of the Mass and the station.

VOLUNTEERS NEEDED

1. There is a shortage of Ministers who are available to serve at the 5:30pm and 7:30am weekend Masses. Please consider volunteering to serve at these Masses.
2. Spouses of Extraordinary Ministers are encouraged to join this ministry.
3. There is an immediate need for Extraordinary Ministers to serve at Fellowship Village, as well as to bring Holy Communion to the homebound. Deacon Pete will train volunteers who will then be assigned to shadow an experienced Minister until he/she is comfortable with the process.
4. Recommendations for new Ministers are welcome. Please contact Deacon Pete with nominations. Please do NOT tell prospective candidates that their names have been submitted. If Deacon Pete decides to pursue the nomination, he will request that the Minister who made the recommendation ask the nominee to contact Deacon Pete if he/she is interested in becoming an Extraordinary Minister. Please note that acceptance is subject to approval by Monsignor Cronin.

If you have any questions, please contact Deacon Pete at 848-248-1235 (cell) or deaconpete33@verizon.net.