

Church of St. Gregory the Great

4620 Nottingham Way
Hamilton Square, NJ 08690
Rev. Michael McClane, Pastor

Guidelines for Extraordinary Ministers of the Eucharist (EME)

Extraordinary Ministers- Thank You so very much for all you do by participating in this beautiful ministry. We are very appreciative that we have your help in bringing Jesus to our Parish Community. Thank you. Fr. McClane

Guidelines for distribution during Mass:

1. **Arrival time:** Please plan to arrive at the working sacristy at least 15 minutes before Mass. This gives the sacristan time to “take attendance” and determine if we need to seek out subs. Our prayer time together is very important as well before mass so please be on time. If you need a sub, it is your responsibility to obtain a sub. Leaving notes on the wall usually does not work – Please request a sub on the EME message center on the internet. You will be given a password for the site after commissioning.

2. **Dress Code: Men** – Jacket and tie or Jacket with open neck shirt, business casual slacks (no jeans no shorts) . **Women** – skirt, blouse, dress, pantsuit, no shorts, sleeveless tops. SGG is air conditioned, no need to be too casual. Again please, no jeans or shorts when serving as an EME. Also, please come appropriately dressed to church even when you are not scheduled to serve so if you are asked to be a sub, you will be ready to serve.

3. **Proper Positioning at Sunday Mass:** Please refer to the church diagram in the working sacristy and know where your station is, B3, C4, etc. Small, pocket sized laminated diagrams are available to refer to- contact Ed Parma if you do not have one. EME’s should start to line up the center aisle as soon as the presiding Priest – offers the host to the Deacon. Cup 5 is always first in line as he will take the cup from the Deacon after receiving and then proceed to offer the cup to the remaining EME’s. All other positions can line up behind Cup 5 in any order as quickly and reverently as possible. ***Please be sure to bow (head bow) prior to receiving both bread and wine.***

After receiving the host and the cup, EME's should line up behind the altar as close to their floor position as possible. i.e. Cup 1, Bread 1 Cup 2, Bread 2 stand on the right side (facing the assembly) of the sanctuary, Bread 3, Cup 3, Cup 4 in the center and Bread 4, Bread 5 and Cup 5 on the left side. This makes a smoother transition from the sanctuary to the church floor. When at your position, you should stand with your heels almost touching the first step (B1, B2, C2, B3, C3, C4, B4) C1 should be up against the Creation wall facing B1, B5 stands in the aisle just in front of the piano, C5 is up against the wall facing B5 .

4. Handling the Ciborium and Chalice: Always hold the ciborium in the palm of your hand with thumb through the loop. When moving to your position, *always cover the ciborium with your other hand*. The hosts are very light and a slight puff of air can displace a host. Same for the chalice, be sure to cover the chalice with your purificator as you are walking to your position. When offering the cup, be sure to wipe the lip with your purificator and turn it $\frac{1}{4}$ turn after each communicant receives. If your purificator becomes soiled with lipstick be sure to turn it over as needed.

5. Returning the ciborium to the tabernacle(special cases only)

The celebrant or assisting priest will be at the tabernacle to receive the ciborium from you. If you are serving at a mass where there is no second Priest or Deacon at the tabernacle and you are the first bread minister to finish, proceed to the tabernacle and receive the remaining minister's ciboria, consolidating the hosts (do this inside the tabernacle until the ciboria are full enough to stack on top of each other) Wait for the last minister, cover the stacked ciboria, genuflect and close the tabernacle door, place empty ciboria on the credence table and return to your seat. Remember, genuflect before an OPEN tabernacle, not after you close the door.

6. If you still have precious blood left over: New guidelines now say once your station is finished, consume the remaining precious blood while standing at your station. If you cannot finish for any reason (especially if you have a lot left over) ask another minister or the Deacon for assistance. Again do not consume while walking back to the sanctuary. Once finished bring your chalice up to the altar where the deacon will purify the chalice. Do not put your purificator in the chalice. Remember, you are holding Jesus Christ, body, blood, soul and divinity in your hands whether it is the host or the cup.

7. **At the end of mass**, please proceed back to the credence table to help take the sacred vessels back to the working sacristy.

If you have any questions, please do not hesitate to call

Fr McClane 609-587-4877

Ed Parma 609-915-3502 - John Sajczuk 609-273-1747

Thank you again for all that you do serving the Parish Community of St Gregory the Great.

10/20/09 EP/JJ

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